



Employment Application

An Equal Opportunity Employer – Library Assistant

Prior to beginning work, candidate will be required to submit proof of eligibility to be employed in the United States. Employment is dependent upon a background check and drug test.

PLEASE PRINT

Application date _____

PERSONAL DATA

Name _____ Date of Birth _____

Address _____ City _____ State _____ Zip _____

Home phone _____ Other phone _____

Email address _____

Under 18? _____ yes _____ no

EDUCATION

High School _____

Name & Address

Dates

Diploma/Degree

College _____

Name & Address

Dates

Diploma/Degree

Graduate school _____

Name & Address

Dates

Diploma/Degree

Other _____

Were you known by any other name at any school or job listed? _____ Yes _____ No

If so, what name? _____

EXPERIENCE AND SKILLS

This position requires comfort with technology, ability to use word processing software, and willingness to master new technologies as they arise.

Typing skills? _____ Yes _____ No

Related computer experience and skills: _____

This position requires lifting 40 lbs., pushing heavy carts, standing for up to 2 hours at a time, repetitive stooping and kneeling.

Are you capable of performing these essential duties? _____ Yes _____ No

Activities which have provided you with experience, training or skills which you feel would be helpful in a position with the Asotin County Library.

EMPLOYMENT RECORD and/or any appropriate volunteer work.

Please complete in full. List most current/recent position first.

May we contact your current employer? _____ Yes _____ No

Employer name _____ Phone _____

Address _____ From (mo/yr) _____

Supervisor _____ To (mo/yr) _____

Your position _____

Duties and responsibilities _____

Reason for leaving _____

Employer name _____ Phone _____

Address _____ From (mo/yr) _____

Supervisor _____ To (mo/yr) _____

Your position _____

Duties and responsibilities _____

Reason for leaving _____

Employer name _____ Phone _____

Address _____ From (mo/yr) _____

Supervisor _____ To (mo/yr) _____

Your position _____

Duties and responsibilities _____

Reason for leaving _____

Have you ever been convicted of a crime? _____ Yes _____ No

If yes, please explain. _____

REFERENCES

NAME ADDRESS PHONE

1. _____

2. _____

3. _____

I certify that all answers or statements I have made on this application or on my resume or other supplementary materials are true and correct without omissions. I acknowledge that any false statement or misrepresentation on this application or supplementary materials will be cause for refusal to hire or for immediate dismissal from employment at any time during the period of my employment. I authorize the Asotin County Library to contact any of my past employers to obtain information concerning my previous employment and /or education, except as otherwise indicated. I release Asotin County Library from all claims and liabilities of any nature arising from such investigations or the supplying of information for such investigations.

Date

Signature of Applicant

