

**EMPLOYMENT APPLICATION**

The Library is committed to providing equal employment opportunities and a work environment free from harassment to all individuals without regard to race, creed, color, religion, ancestry, national origin, sex, age, disability (except where disability is a bona fide occupational disqualification), veteran status, or other factors identified and protected by federal, state, and local legislation. This includes, but is not limited to recruitment, selection, compensation, benefits, training, placement, transfers, promotions, terminations, and leaves of absence.

**PERSONAL INFORMATION**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Home Phone Number: \_\_\_\_\_

Physical Address: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Business Phone Number: \_\_\_\_\_

Do you have military experience in the Armed Forces of the United States?      Yes      No

Are you legally authorized at the time of hire to work in the United States?      Yes      No

**PLACEMENT INFORMATION**

Position Applying for: \_\_\_\_\_

Salary Requirements:                      per      hour      month      annual

Date Available to Start:                      Status desired:      Full Time      Part Time      Seasonal

How did you learn of this opening? \_\_\_\_\_

Related Skills: (list only those pertinent to the position applying for)

\_\_\_\_\_

\_\_\_\_\_

**EDUCATION**

<u>School Name, City &amp; State</u>	<u>Last Year Completed</u>	<u>Did you Graduate?</u>	<u>Major Course of Study or Degree Obtained</u>
High School	1-4:	Y    N	
College	1-4:	Y    N	
Post Graduate	1-4:	Y    N	

Career Education (Additional Courses, Trade Schools, Seminars, etc.) Briefly describe course, length of program & when it was completed:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Is your Resume attached?**      Yes       No

**PREVIOUS EMPLOYMENT**

*Beginning with your current, or most recent job, list your last three employed positions:*

Employer: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Address: \_\_\_\_\_  
Position Title: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_  
May we contact? Y  N   
Job Duties: \_\_\_\_\_  
\_\_\_\_\_  
Employment Dates: \_\_\_\_\_ to \_\_\_\_\_ Final Salary: \_\_\_\_\_  
month / year month / year Note: Hourly / 2-Weeks / Monthly / Annual  
Reason for Leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Address: \_\_\_\_\_  
Position Title: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_  
May we contact? Y  N   
Job Duties: \_\_\_\_\_  
\_\_\_\_\_  
Employment Dates: \_\_\_\_\_ to \_\_\_\_\_ Final Salary: \_\_\_\_\_  
month / year month / year Note: Hourly / 2-Weeks / Monthly / Annual  
Reason for Leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Address: \_\_\_\_\_  
Position Title: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_  
May we contact? Y  N   
Job Duties: \_\_\_\_\_  
\_\_\_\_\_  
Employment Dates: \_\_\_\_\_ to \_\_\_\_\_ Final Salary: \_\_\_\_\_  
month / year month / year Note: Hourly / 2-Weeks / Monthly / Annual  
Reason for Leaving: \_\_\_\_\_

**REFERENCES**

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Personal or Professional? \_\_\_\_\_  
Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Personal or Professional? \_\_\_\_\_  
Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Personal or Professional? \_\_\_\_\_

Have you ever been convicted of a crime? (Disregard minor traffic violations and crimes committed as a juvenile.)

*Convictions will not necessarily disqualify an applicant.*

No  Yes If so, when, where and what was the disposition of the case?

Have you applied, or been employed with Teton County before?  Yes  No

If yes, please explain: \_\_\_\_\_

Languages Spoken, Written or Read (note fluency): \_\_\_\_\_

Are you over 18 years of age?  Yes  No

***PLEASE READ CAREFULLY***

The information provided on this application is accurate to the best of my knowledge and is subject to verification. I understand that proof of U.S. permanent residency or authorization to work in the U.S. is required upon employment. I understand that I must answer truthfully all of the questions on this application. I also understand that if I do not, I may be refused employment or terminated if I am a current employee.

If employment results from this application, I understand that additional personal data will be required to determine if I am eligible for benefits and for statistical/ governmental reporting purposes.

I understand and acknowledge that prior to and/or during employment, I may be required to submit to medical testing for alcohol and/or illicit and/or controlled substances, and hereby consent to such testing.

I understand and acknowledge that prior to employment, should my position require the handling of cash and monies, I may be subject to a criminal background investigation.

I authorize all previous employers and listed references to furnish whatever information they may have regarding my employment and my reason for leaving.

**I understand that my employment and compensation with Teton County Library is at will and can be terminated, with or without cause, and with or without notice, at any time, at the option of either the employer or myself.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

January 2010