



Ada Community Library Application for Employment



We do not discriminate on the basis of race, color, religion, national origin, sex, age, or disability. It is our intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.

Application Date _____

PERSONAL INFORMATION

Name: _____
last first middle

Address: _____
street city state zip code

Email Address: _____

May we contact you about this position via email? YES NO

Phone: _____
home cell other

Are you 18 years or older? YES NO Are you legally eligible to work in the U.S.? YES NO

(If hired, you will be required to produce evidence) Have you ever filed an application or been employed by Ada Community Library? YES NO Date: _____

Have you ever been convicted of a felony or misdemeanor? YES NO (Note: No applicant will be denied employment solely on the grounds of a conviction of a criminal offense. The nature, date, surrounding circumstances and relevance of the offense to the position for which you are applying will be taken into consideration. False information could be grounds for termination.)

If yes, please state the nature of the offense (s), when and where convicted, and disposition of the case (s) on the back of this form:

POSITION YOU ARE APPLYING FOR

Position Title: _____

Date you can start: _____ Are you seeking: FT PT Temp

Hours Available: _____ Are you able to work on Saturdays? YES NO

Evening Shifts? YES NO Are you employed now? YES NO

If yes, may we contact your present employer? YES NO

EDUCATIONAL BACKGROUND

Education & Training	Name & location of school	# of years	Major	Degree
High School				
College				
Graduate School				
Trade School				
Other				

SPECIAL TRAINING, SKILLS, EXPERIENCE

You may exclude any information that may reveal gender, race, religion, national origin, age, ancestry, disability or other protected status

Describe any specialized skills, training, or activities you feel would be useful in the position you are applying for: _____

List professional, trade, or business activities and offices you have held that may relate to the position you are applying for: _____

State any additional information you feel may be helpful to us in considering your application:

Check skills or equipment operated that apply: PC _____ MS Word _____ MS Excel _____ database _____ online catalog _____ multi-line phone _____ cash register _____ other (please describe) _____

EMPLOYMENT HISTORY

From: _____ To: _____

Company: _____

Business Type: _____

Address & Phone: _____

Salary: \$ _____ Per _____ Additional Compensation _____

Description of Responsibilities: _____

Reason for Leaving: _____

From: _____ To: _____
Company: _____
Business Type: _____
Address & Phone: _____
Salary: \$ _____ Per _____ Additional Compensation _____
Description of Responsibilities: _____

Reason for Leaving: _____

From: _____ To: _____
Company: _____
Business Type: _____
Address & Phone: _____
Salary: \$ _____ Per _____ Additional Compensation _____
Description of Responsibilities: _____

Reason for Leaving: _____

PERSONAL REFERENCES

Name: _____
Company: _____ Position: _____
Phone Number: _____ Years Known: _____

Name: _____
Company: _____ Position: _____
Phone Number: _____ Years Known: _____

Name: _____
Company: _____ Position: _____
Phone Number: _____ Years Known: _____

APPLICANT'S STATEMENT

Do not answer this question until you are informed about the essential functions of the job for which you are applying. Please read job description carefully.

Are you capable of performing the activities involved in the job for which you have applied, with or without accommodation? YES NO

Ada Community Library will accord a preference to employment of veterans of the U.S. Armed Services in accord with provisions of Idaho Code Title 65-506, or its successor. Are you a veteran? YES NO

If Yes, state branch of service: _____

Dates served: _____

Please include a copy of your DD-214 form.



I certify that answers given here are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active only for that period of time until this position is filled.

In the event of employment, I understand that the Ada Community Library will request a criminal background check prior to officially hiring a new employee. A letter of good conduct, a request for public information, a criminal background check or similar report may be requested from the appropriate officials.

Signature of applicant: _____

Date: _____