



Ignacio Community Library

470 Goddard Avenue
P.O. Box 886
Ignacio, Colorado 81137
(970) 563-9287

EMPLOYMENT APPLICATION

The Ignacio Community Library is a center that brings people and ideas together for learning and personal growth.

Please complete the information below and attach a resume and cover letter.

Applications should be returned to:

Ignacio Community Library, ATTN: Marcia Vining, P.O. Box 886, Ignacio, CO 81137

Date _____

Name _____

Address _____

Daytime phone _____ Evening/cell phone _____

Position for which you are applying: _____

Type of employment you are seeking: Full-time Part-time Temporary

How did you hear about this job opening?

Newspaper Website In Library Other _____

Have you applied for a position with the Ignacio Community Library before? Yes No

Have you ever been employed with the Ignacio Community Library? Yes No

Are you related to anyone employed by the Ignacio Community Library? Yes No

Are you currently employed? Yes No

If yes, may we contact your present employer? Yes No

If hired, can you furnish proof you are eligible to work in the U.S.? Yes No

Are you 18 years of age or older? (If hired, you may be required to submit proof of age) Yes No

AVAILABILITY

On what date would you be able to begin work? _____

This position requires:

Possible evening shifts: 10:45-7:15 and possible Saturday and/or Sunday hours

Please list your schedule of availability if you are hired for this position.

Mondays_____

Tuesdays_____

Wednesdays_____

Thursdays_____

Fridays_____

Saturdays_____

Sundays_____

Availability details, if any:

SPECIAL SKILLS (attach additional information if necessary)

Please describe any special skills, qualifications, training or experience you have that relate to the position for which you are applying.

What machines, equipment, and software can you use that are related to this position? (Be specific about computer skills.)

Are you bilingual? Yes No

Second language_____

Would you consider your bilingual skills: Poor Fair Good Excellent Fluent

EDUCATION

What is the highest grade of school you have completed? _____

High School Graduate/GED Yes No Currently enrolled

Name of school & location_____

College Graduate Yes No Currently enrolled Field of Study_____

Degree_____ Year_____

Name of school & location_____

Graduate School Yes No Currently enrolled Field of Study_____

Degree_____ Year_____

Name of school & location_____

WORK HISTORY

Begin with your most recent job. Include all paid and volunteer employment, as well as military work, which you feel is relevant to the job for which you are applying. If you had different jobs for the same employer, describe each job separately. Describe in detail what you did at each job, starting with your main duties. A resume should not be substituted for work history, but may be attached after submitting this form as additional information. Please complete this section even if it duplicates your resume. Please attach additional documents if necessary.

Your most recent or current employer

Dates of employment: From _____ To _____

Job Title _____ Beginning Salary _____ Ending Salary _____

Company Name _____ Supervisor's Name _____

Company Address _____

Phone Number _____

What were your main duties and responsibilities?

Reason for leaving?

Second most recent employer

Dates of employment From _____ To _____

Job Title _____ Beginning Salary _____ Ending Salary _____

Company Name _____ Supervisor's Name _____

Company Address _____

Phone Number _____

What were your main duties and responsibilities?

Reason for leaving?

REFERENCES

Please list three people who are present or former business, academic, or community associates who have knowledge of your work expertise and ability to do this job.

Reference 1

Name _____ Relationship _____

Address _____ Phone _____

email _____

Reference 2

Name _____ Relationship _____

Address _____

Phone _____

email _____

Reference 3

Name _____ Relationship _____

Address _____

Phone _____

email _____

APPLICANT STATEMENT

I certify that my answers are true and complete to the best of my knowledge. I authorize you to make such investigations and inquiries of my personal, employment, education, financial and other related matters as may be necessary for an employment decision. I hereby release employers, schools, or individuals from all liability when responding to inquiries in connection with my application.

In the event I am employed, I understand that false or misleading information given in my application or interview(s) may result in discharge.

Signature _____ Date _____