

PUEBLO CITY-COUNTY LIBRARY DISTRICT

Applicants are considered for all positions without regard to race, color, creed, religion, sex, national origin, ancestry, sexual orientation, age, marital status, military status, or the presence of any non-job-related medical condition or disability. Please keep in mind that the questions contained in this application are not intended to be discriminatory based on any non-job-related information.

APPLICATION FOR EMPLOYMENT

This application form was designed for use by applicants for various positions – clerical, professional, technical, and administrative. Answer the questions to the best of your ability. All information will be treated confidentially.

(Please Print or Type)

Date of Application _____

PERSONAL DATA:

Position Applying For: _____

Name: _____
Last First Middle

Address: _____
Number (Include Apt./Space Number, if any) Street City State Zip

Day Time Phone: (_____) _____ Evening Phone: (_____) _____

Social Security Number: _____/_____/_____ Date Available To Start Job: _____

GENERAL INFORMATION:

- Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?
Yes _____ No _____ (Proof of citizenship or immigration status will be required upon employment.)
If yes, please explain: _____
- Can you furnish proof that you are 16 years of age, or if under 16, do you have a permit to work?
Yes _____ No _____ If no, please explain: _____
- Have you ever been convicted of a felony? NOTE: A "yes" answer does not automatically disqualify you from employment since the nature of the offense, date and type of job for which you are applying will be considered.
Yes _____ No _____ If yes, please explain: _____
- Have you been employed here before? If yes, please give dates of employment, positions(s) held, and state your name while employed, if different from present name.
Yes _____ No _____ If yes: _____
- Are you employed now? Yes _____ No _____
- Are you on a lay-off and subject to recall? Yes _____ No _____
- Will you work mornings, afternoons, evenings, weekends, Sundays or holidays if required? Yes _____ No _____
- Will you agree to work any shift, as assigned? Yes _____ No _____
- If student, please include class schedule.

10. Do you have any relatives who work for the Pueblo City-County Library District? Yes _____ No _____

If Yes, please state your relative's name and your relationship: _____

11. Do you have a valid Colorado driver's license? Yes _____ No _____

12. If hired, can you produce proof of automobile insurance? Yes _____ No _____

13. During the past seven years, have you been denied a driver's license, or convicted of a moving traffic offense, including, but not limited to, driving while intoxicated or reckless driving? Yes _____ No _____

If yes, explain: _____

EDUCATIONAL DATA:

| School | Print Name of School, City, State for each School Listed | Number of Years Completed | Degree, Major or Type of Course |
|---|--|---------------------------|---------------------------------|
| High School | | | |
| College | | | |
| Graduate School | | | |
| Trade, Business, Night School or Correspondence | | | |
| Other | | | |

NOTE: School transcripts and graduation certificate are required if hired for a position that requires a degree.

MILITARY EXPERIENCE:

1. Were you in U.S. Armed Forces? Yes _____ No _____ If yes, what branch? _____

2. Dates of duty: From: _____ To: _____ Rank at Separation _____

3. Briefly describe your duties: _____

EMPLOYMENT EXPERIENCE:

Start with your present or last job, in block number '1' and work back. Include military service assignments. Include volunteer work in which the experience or skills gained **relate to the position for which you are applying**. **Exclude** organization names which indicate race, color, religion, sex or national origin. Be specific and give as much information as possible when you describe the duties of previous jobs. A resume may be attached only as additional information and will not be accepted in lieu of completing this section. Failure to complete this section or to give detailed information regarding duties that show experience, knowledge and skills, may result in your disqualification for this position..

| | |
|---|-----------------|
| ❶ Job Title | Specific Duties |
| Company | |
| Address | |
| City/State/Zip | |
| Telephone: Area Code: () | |
| Supervisor's Name | |
| Supervisor's Title | |
| Dates Employed From: To: | |
| Hours Worked Per Week: Salary: \$ PER | |
| Reasons For Leaving: | |
| ❷ Job Title | Specific Duties |
| Company | |
| Address | |
| City/State/Zip | |
| Telephone: Area Code: () | |
| Supervisor's Name | |
| Supervisor's Title | |
| Dates Employed From: To: | |
| Hours Worked Per Week: Salary: \$ PER | |
| Reasons For Leaving: | |
| ❸ Job Title | Specific Duties |
| Company | |
| Address | |
| City/State/Zip | |
| Telephone: Area Code: () | |
| Supervisor's Name | |
| Supervisor's Title | |
| Dates Employed From: To: | |
| Hours Worked Per Week: Salary: \$ PER | |
| Reasons For Leaving: | |

| | |
|---|-----------------|
| ④ Job Title | Specific Duties |
| Company | |
| Address | |
| City/State/Zip | |
| Telephone: Area Code: () | |
| Supervisor's Name | |
| Supervisor's Title | |
| Dates Employed From: To: | |
| Hours Worked Per Week: Salary: \$ PER | |
| Reasons For Leaving: | |

WE MAY CONTACT THE EMPLOYERS AND ORGANIZATIONS LISTED ABOVE UNLESS YOU INDICATE THOSE YOU DO NOT WANT US TO CONTACT. SPACE IS PROVIDED BELOW IF YOU DO NOT WISH US TO CONTACT AN EMPLOYER OR ORGANIZATION.

Attach additional sheets if necessary.

DO NOT CONTACT

Employer # _____ Give Reason: _____

Employer # _____ Give Reason: _____

STATE ANY ADDITIONAL **SKILLS/TRAINING/KNOWLEDGE/EXPERIENCE** YOU FEEL MAY BE HELPFUL TO US IN CONSIDERING YOUR APPLICATION FOR THIS POSITION. (You may include educational courses, seminars, workshops, conferences, volunteer activities, etc.) Be sure to give information meaningful to the open position so your training, education, skills and experience can be fairly evaluated in relationship to the position.

APPLICANT'S STATEMENT AND SIGNATURE

I certify that answers given herein are true and complete to the best of my knowledge, and that I have not knowingly withheld any fact or circumstance that would, if disclosed, affect my application unfavorably. In the event of employment, I understand that false, omitted, or misleading information given in my application or interview(s) may be considered sufficient cause for dismissal. I also understand that I am required to abide by all rules and regulations of the Pueblo City-County Library District, including the library's Drug Free Workplace policy. I also understand that the Pueblo City-County Library District reserves the right to request a physical examination and that my employment may be subject to passing a physical examination successfully. The Pueblo City-County Library District is hereby authorized to make any investigation of my prior educational and work history, except as otherwise noted by me.

I understand that there is no express or implied contract of employment and that employment at the Pueblo City-County Library District is "at will," which means that either I or the Pueblo City-County Library District can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by law. I understand that no employee of the Pueblo City-County Library District, other than the Board of Trustees, has any authority to alter the foregoing.

Signature of Applicant

Date