

Westbank Community Library District

APPLICATION FOR EMPLOYMENT

If you are accessing this document online, you can either add text to it using an online utility (like fillanypdf.com) or print it out and fill it in manually (print or type). It can be returned in person, by mail or fax, or via email. **NO RESUME WILL BE CONSIDERED WITHOUT A COMPLETED APPLICATION.**

POSITION:

Source:

Name:

Address:

Home Phone:

Cell Phone:

Email:

EDUCATION:

College/ High School

Hours Completed / Degree

Major Study

SPECIAL SKILLS AND QUALIFICATIONS applicable to this position:

Words per minute in typing: _____

Computer skills: Slight ___ Moderate ___ Above average ___ Extensive ___

Software and level of competency:

Westbank Community Library District

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EMPLOYMENT RECORD: Please indicate employment for the past **10 years**, starting with the most recent. Include military service. Use additional sheets if necessary.

Employer: _____ Supervisor: _____

Mailing Address: _____

Phone: _____ Circle one: Full-time Part-time Summer

Starting date Leaving date Starting salary Ending salary

Job Title, Duties & Responsibilities:

Reason for leaving: _____

Employer: _____ Supervisor: _____

Mailing Address: _____

Phone: _____ Circle one: Full-time Part-time Summer

Starting date Leaving date Starting salary Ending salary

Job Title, Duties & Responsibilities:

Reason for leaving: _____

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REFERENCES List three PROFESSIONAL references who can tell us about your work history and habits.

NAME	BUSINESS	PHONE NO.
<hr/>		
<hr/>		
<hr/>		

May we contact: Present Employer Yes ___ No ___
 Previous Employers Yes ___ No ___

During the past 5 years, have you ever been found guilty or pled "no contest" to a felony offense? Yes ___ No ___

If the answer is "yes", please explain in detail on a separate sheet of paper so the circumstances of your case may be taken into account.

Optional Information for potential drivers:

Do you have a valid & current Texas Drivers License? Yes ___ No ___
Number _____ Exp. Date _____

Are you covered by insurance to drive as required by Texas law? _____
Do you authorize the library to check your driving record? Yes ___ No ___

I authorize investigation of all statements contained in this application. I certify that the foregoing statements as well as those on any portion of this employment application packet are to the best of my knowledge true and correct and that they are all given of my own free will. I agree that any misstatement(s) as to material facts will constitute grounds for unfavorable consideration or dismissal from employment. A criminal history check will be performed for all potential employees.

Applicant's Signature

Date

You may take this opportunity to make additional comments on the reverse side if you wish. It is the policy of the Westbank Library not to discriminate against any applicant on the basis of gender, age, religion, race, marital status, sexual preference, national origin, or disability.

Westbank Community Library District
1309 Westbank Drive Austin, TX 78746
Refer questions to: Mary Jo Finch Phone (512) 381-1404
Fax (512) 381-1421 Email: austinemployer@gmail.com