

Please answer all questions as completely as possible. The use of this application does not create a contract between you and the Bellevue Public Library, does not indicate that there are positions open and does not in any way obligate you or the Bellevue Public Library. The Bellevue Public Library does not discriminate in employment on the basis of race, sex, age, handicap, religion, color, national origin, status as a Vietnam Era Veteran, status as a disabled Veteran, or because an individual is a smoker or nonsmoker; as long as such individual complies with any workplace policy concerning smoking.

Position sought: _____ Full- or part-time? _____ Temporary or on-going? _____

Name: _____
Last First Middle

Home Address: _____ Phone: _____

City/State/Zip : _____ County: _____

EMPLOYMENT HISTORY

Current Employer: _____ (Enter "None" if unemployed)

May we contact your current employer for a reference? YES _____ NO _____

Address: _____

Phone Number: _____ Dates Employed (Month/Year) From: _____ To: _____

Job Title: _____ Supervisor's Name: _____

Beginning salary: \$ _____ Per _____ Current Salary: \$ _____ Per _____

Describe your duties, responsibilities, equipment operated, promotions, etc.:

Why do you wish to leave?

Previous Employer: _____

Address: _____

Phone number: _____ Dates Employed (Month/Year) From: _____ To: _____

Job Title: _____ Supervisor's Name: _____

Beginning salary: \$ _____ Per _____ Current Salary: \$ _____ Per _____

Describe your duties, responsibilities, equipment operated, promotions, etc.:

Why did you leave?

Previous Employer: _____

Address: _____

Phone number: _____ Dates Employed (Month/Year) From: _____ To: _____

Job Title: _____ Supervisor's Name: _____

Beginning salary: \$ _____ Per _____ Current Salary: \$ _____ Per _____

Describe your duties, responsibilities, equipment operated, promotions, etc.:

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Phone number: _____ Dates Employed (Month/Year) From: _____ To: _____

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Describe your duties, responsibilities, equipment operated, promotions, etc.:

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Address: _____

Phone number: _____ Dates Employed (Month/Year) From: _____ To: _____

Job Title: _____ Supervisor's Name: _____

Beginning salary: \$ _____ Per _____ Current Salary: \$ _____ Per _____

Describe your duties, responsibilities, equipment operated, promotions, etc.:

Why did you leave?

EDUCATION

High School attended: _____

Address: _____

Did you graduate? _____ High school equivalent? _____

Courses pertaining to job applied for: _____

College or trade school attended: _____

Address: _____

Dates of attendance: _____ to: _____ Did you graduate? _____ Degree: _____

Courses pertaining to job applied for: _____

Graduate School attended: _____

Address: _____

Dates of attendance: _____ to: _____ Did you graduate? _____ Degree: _____

Awards, training, skills, abilities, hobbies, volunteer work, etc., that you possess or have experienced that may be helpful in the evaluation of your application (use additional paper as needed): _____

List any other training, skills, aptitudes, and qualifications which you feel are relevant to the type of employment you are seeking at the Library

REFERENCES

List three (3) references who are not related to you.

Name: _____

Phone: _____ Email: _____

Address: _____

How do you know this person? _____

Name: _____

Phone: _____ Email: _____

Address: _____

How do you know this person? _____

Name: _____

Phone: _____ Email: _____

Address: _____

How do you know this person? _____

OTHER

Do you have any commitments (i.e., second job, school, etc.) which might interfere with or adversely affect your employment should we select you for a position? YES _____ NO _____

If YES, please explain:

Are you 18 years or older? YES _____ NO _____

Do you possess a valid driver's license? YES _____ NO _____

If no, can you obtain one prior to employment? YES _____ NO _____

Are you eligible to work in the United States? YES _____ NO _____

READ CAREFULLY BEFORE SIGNING

I certify that the information given by me in this application is true and complete without consequential omissions of any kind whatsoever. I understand and agree that any false information, misrepresentation, or concealment of fact is sufficient grounds for either my immediate discharge without recourse or refusal of employment by the Bellevue Public Library.

I agree that if I am employed by the Bellevue Public Library my employment may be terminated at any time without liability except such wages as may have been earned at the date of such termination. I further understand and acknowledge that this is an application for employment, that no employment contract is being offered and that if I am employed such employment is for an indefinite period of time and that the Library can change wages, benefits and conditions at any time.

In addition, if accepted for employment, I hereby agree to abide by the rules and policies of my employer.

I understand and agree that all information furnished in this application may be verified by the Bellevue Public Library. I also understand that any employment is subject to a satisfactory check of references, successful requirements for bond, and a background check. I hereby authorize all individuals and organizations named or referred to in this application and any credit and background check company to give the Library all information relative to my employment, work habits, and character and hereby release such individuals, organizations, and the Library from any liability for any claim or damage, both legal and otherwise, which may result.

(Applicant's Signature)

(Date)