



AN EQUAL OPPORTUNITY EMPLOYER

EMPLOYMENT APPLICATION

906 W. Main, Spokane, WA 99201
 509-444-5308 www.spokanelibrary.org
 hr@spokanelibrary.org

Thank you for applying for employment with the Spokane Public Library.

Recruitment announcements describing open positions and filing requirements are available from Human Resources at the above address or from our website. Applications will be accepted at the above addresses for open positions only.

APPLICANT INFORMATION:

NAME (Last, First and Middle Initial)

POSITION (Job title for which you are applying – list only)

MAILING ADDRESS (Include apartment number, if any)

TELEPHONE (Include area)

CITY

STATE

ZIP

EMAIL ADDRESS

Are you under age 18? Yes No If yes, please list date of birth: _

Are you legally eligible to work in the United States? Yes No Proof of immigration status will be required at time of employment.

Are you willing to work: Full time Yes No Days Yes No Weekends Yes No
 Part time Yes No Evenings Yes No

Are you now or have you ever been employed by the Spokane Public Library or the City of Spokane? Yes No

If so, state current or last position held and separation date (if applicable): _

List any relatives or members of your immediate household working for the Spokane Public Library:

EDUCATION:

Please indicate your last name(s) while attending school(s) if other than shown above.

| NAME OF SCHOOL | CITY & STATE | COURSE OF STUDY | DIPLOMA / DEGREE |
|----------------|--------------|-----------------|------------------|
| High School | | | |
| Undergraduate | | | |
| Graduate | | | |
| Other | | | |

High School

Undergraduate

Graduate

Other

EXPERIENCE:

Computer keyboarding experience? Yes w.p.m. _

No

How has your training and experience prepared you for this

EMPLOYMENT HISTORY:

This section must be completed in full. A résumé alone is not sufficient. Begin with your present or last position and work backward. You may include volunteer as well as paid experience. If you need more space, please copy page three.

Employer name:

Phone:

Address:

Immediate supervisor (name and title):

Employed:
From (Mo/Yr) To (Mo/Yr)

Your last name(s) during this job:

Salary:
Beginning Ending

Please list title(s) while employed:

Number of employees supervised:

Primary job duties:

Reason(s) for

Employer name:

Phone:

Address:

Immediate supervisor (name and title):

Employed:
From (Mo/Yr) To (Mo/Yr)

Your last name(s) during this job:

Salary:
Beginning Ending

Please list title(s) while employed:

Number of employees supervised:

Primary job duties:

Reason(s) for

| | |
|--|---|
| Employer name: | Phone: |
| Address: | Employed: From (Mo/Yr) To (Mo/Yr) |
| Immediate supervisor (name and title): | Salary: Beginning Ending |
| Your last name(s) during this job: | Number of employees supervised: |
| Please list title(s) while employed: | |
| Primary job duties: | |
| Reason(s) for | |

| | |
|--|---|
| Employer name: | Phone: |
| Address: | Employed: From (Mo/Yr) To (Mo/Yr) |
| Immediate supervisor (name and title): | Salary: Beginning Ending |
| Your last name(s) during this job: | Number of employees supervised: |
| Please list title(s) while employed: | |
| Primary job duties: | |
| Reason(s) for | |

| | |
|--|---|
| Employer name: | Phone: |
| Address: | Employed: From (Mo/Yr) To (Mo/Yr) |
| Immediate supervisor (name and title): | Salary: Beginning Ending |
| Your last name(s) during this job: | Number of employees supervised: |
| Please list title(s) while employed: | |
| Primary job duties: | |
| Reason(s) for | |

REFERENCES: List three references who are familiar with your current or former work, school or volunteer activities, are not related to you, and are not previously listed as supervisors.

| | | | |
|------|------------|-------|------------------------|
| Name | City/State | Phone | Nature of relationship |
| Name | City/State | Phone | Nature of relationship |
| Name | City/State | Phone | Nature of relationship |

HOW DID YOU LEARN ABOUT THIS POSITION? Please check one and indicate source if applicable.

- | | |
|--|---|
| <input type="checkbox"/> Spokane Public Library web page | <input type="checkbox"/> Agency referral |
| <input type="checkbox"/> Spokane Public Library position | <input type="checkbox"/> Email list |
| <input type="checkbox"/> announcement Newspaper ad | <input type="checkbox"/> Other Internet service |
| <input type="checkbox"/> Magazine/Journal ad | <input type="checkbox"/> Other |
| <input type="checkbox"/> Employee referral | |

Name of Source

APPLICANT'S STATEMENT:

The Library will require a Criminal Background Check for the successful applicant. Will you consent to this report? Yes No
 Before signing, please check this application carefully for completeness and for agreement to the conditions described below.

1. I certify that the information given by me to the Spokane Public Library is true and complete to the best of my knowledge. I understand that if I am employed, discovery that I gave false information during the application process may result in immediate dismissal.
2. I understand that if I am selected for a position with the Spokane Public Library, I may be required to submit to a physical examination, and that my employment or continued employment will be conditioned on passing the exam.
3. I understand that the Spokane Public Library is committed to a program of Equal Opportunity in all its personnel practices and in the provision of its services. If employed, I agree to support the organization's efforts in ensuring Equal Opportunity for all customers and employees regardless of race, color, religion, gender, sexual orientation, age, disability, marital status, citizenship or any other characteristic protected by law.
4. If I am a qualified person with a disability and need any accommodation to assist me in the application, testing, or interview process, I may request such accommodation. I understand that I must inform the Spokane Public Library of my need for accommodation within a reasonable time before that part of the selection process during which I will need accommodation. I will supply documentation supporting the need if so requested.
5. I authorize the Spokane Public Library to solicit information regarding my education and previous employment, and to contact any and all references and former employers I have listed on my application. I hereby release all parties and persons connected with any such request for information from all claims, liabilities and damages for any reason arising out of the furnishing of such information. If employed, I release the Spokane Public Library from liability for future references it may provide regarding my work history with the Spokane Public Library.

I certify that my responses to the questions on this application are true and agree to the statements above.

 Signature of Applicant

 Date

EQUAL EMPLOYMENT OPPORTUNITY INFORMATION

This information is voluntary and will in no way affect the outcome of your application.

The Spokane Public Library is an Equal Opportunity Employer. We are required by State and Federal law to maintain certain statistical information on our job applicants and employees. *This form will be detached from your application, will be kept separate and confidential, and will not be used for purposes of screening or selecting applicants for employment.* We appreciate your cooperation in completing this questionnaire.

Name: _

Sex: Female Male

Date of Birth: / /
MM DD YYYY

Position applying for: _

Ethnic origin (please select one of the following):

- Hispanic / Latino** (Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.)
- White** (having origins in any of the original peoples of Europe, the Middle East, or North Africa)
- Black / African American** (having origins in any of the black racial groups of Africa)
- Native Hawaiian / Other Pacific Islander** (having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands)
- Asian** (having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam)
- American Indian / Alaska Native** (having origins in any of the original peoples of North, Central, and South America, and who maintain tribal affiliation or community attachment)
- Two or More Races** (all persons who identify with more than one of the above)

Veteran Status:

- Not a veteran Vietnam-era veteran
- Disabled veteran Any other veteran

Disability Status:

- Disabled
- Non-Disabled