Application for Employment

Mail application to:
210 LaBree Avenue North
P.O. Box 593
Thief River Falls, MN 56701-0593

Telephone: 218-681-1066
Fax: 218-681-1095

www.nwrlib.org
3-20-2013
Application for Employment

Northwest Regional Library is an equal opportunity employer and will not discriminate against any applicant or employee on any grounds protected under federal, state, or local law, including race, color, disability, sex, marital status, age, creed, religion, sexual orientation, status with regard to public assistance, national origin, or membership or activity in a local commission.

Date of application: ___________ Position applying for: ______________________________ Branch location: ______________________________
Referral source: Newspaper____ Friend/Family____ Walk-in____ NWRL Website____

Name: ____________________________
First: ____________________________ MI: __________ Last: ____________________________
Address: ____________________________
Number and Street: __________________ City: __________________ State: __________ Zip code: __________
Telephone numbers: Day: ____________ Evening: ____________
Email: ____________________________

Are you able to perform the essential functions of the job for which you applied with or without reasonable accommodations? _____ Yes _____ No
Do you require accommodation to complete this application or to attend an interview? _____ Yes _____ No
Are you legally able to work in the United States? _____ Yes _____ No
Do you have any relatives currently working for Northwest Regional Library? _____ Yes _____ No
If yes, give name, location and position: _____________________________________________
Are you available to work: _____ Full-time _____ Part-time _____ Substitute _____ Temporary
Are you available to work: _____ Evenings _____ Days _____ Weekends
On what date would you be available to begin work? ________________________________
Have you ever been convicted of a crime? _____ Yes _____ No
(Conviction will not necessarily disqualify applicant from employment)
If yes, please list specific crime, description of circumstances, date of conviction and state, city and county in which conviction occurred.

Have you ever been discharged or forced to resign or "counseled out" of prior employment? _____ Yes _____ No
If yes, describe the circumstances: ________________________________________________

COMPLETE THIS SECTION ONLY IF YOU SERVED IN THE U.S. ARMED FORCES
Note: If you wish to claim Veteran's Preference, please attach a copy of your DD214.
Branch of service: ____________________________ Length of active duty: ____________________________ Rank at discharge: ____________________________
Type of discharge: ____________________________
Describe duties and any special training: ______________________________________________

Education

<table>
<thead>
<tr>
<th></th>
<th>Did you graduate? (circle one)</th>
<th>Degree obtained/years completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School</td>
<td></td>
<td></td>
</tr>
<tr>
<td>College</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Special Skills and Qualifications**
What skills, abilities or work habits do you possess which make you exceptionally well suited for this position?

List applicable professional or technical licenses or certifications relative to the position for which you are applying.

Please list your office and computer equipment skills.

---

**Employment Experience**
Start with your present or most recent job. Include military service assignments.

<table>
<thead>
<tr>
<th>Past Employer</th>
<th>Job title</th>
<th>Employment dates</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>From: To:</td>
</tr>
</tbody>
</table>

1. **Address**
   - Supervisor
   - Responsibilities
   - Telephone number(s)
     - ( ) -
     - ( ) -
     - Reason for leaving

2. **Address**
   - Supervisor
   - Responsibilities
   - Telephone number(s)
     - ( ) -
     - ( ) -
     - Reason for leaving

3. **Address**
   - Supervisor
   - Responsibilities
   - Telephone number(s)
     - ( ) -
     - ( ) -
     - Reason for leaving

4. **Address**
   - Supervisor
   - Responsibilities
   - Telephone number(s)
     - ( ) -
     - ( ) -
     - Reason for leaving
Important Facts Concerning Information Provided on Your Application

Minnesota law affects you as an applicant for employment with Northwest Regional Library. The following data is public information and is accessible to anyone: veteran’s status, education and training, job history, legal conviction, and work availability. All other personally identifiable information is considered private, including but not limited to your name, home address, and phone number. As an applicant, your name is considered private unless you are selected to be interviewed by the appointing authority prior to selection.

Acknowledgment

By my signature, I promise that the information provided in this employment application (and accompanying resume or documentation, if any) is true and complete. I understand that any false or misleading information of significant omissions will disqualify me from further consideration for employment, and may lead to my dismissal from employment if discovered at a later date. I agree to immediately notify my employer if I should be convicted of a felony or any crime while my job application is pending, or during my period of employment, if hired. I also understand that I have the right to receive a copy of this acknowledgment should I request a copy. Applications are not considered complete without a signature.

Date: ____________________ Signature ____________________ (Do Not Print)

References (preferably former supervisors or employers)

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Address</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>