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EMPLOYMENT APPLICATION

I. Application Information

Full name:

Date:

Address:

Phone:

Email:

Date Available:

Desired Salary:

Position applying for:

Are you a citizen of the United States? Yes No

If no, are you authorized to work in the US? Yes No

Have you ever worked for this company? Yes No If yes, when?

Have you ever been convicted of a felony? Yes No If yes, explain:

II. Education

High school:

Address:

Did you graduate? Yes No

College:

Address:

From:

To:

Degree earned:

Other:

Address:

From:

To:

Degree earned:

III. Previous Employment

Employer name

Employer address

Job Title

Job Duties

Dates of Employment

Reason for leaving

Employer name

Employer address

Job Title

Job Duties

Dates of Employment

Reason for leaving

Employer name

Employer address

Job Title

Job Duties

Dates of Employment

Reason for leaving

List any additional volunteer or relevant experience:

IV. References

Please list three professional references

Full name: Relationship:
Company: Phone:
Address: Email:

Full name: Relationship:
Company: Phone:
Address: Email:

Full name: Relationship:
Company: Phone:
Address: Email:

V. Military Service

Branch: From: To:

Rank at discharge: Type of discharge:

If other than honorable, explain:

VI. Criminal Background information

NWRL will request information regarding criminal history in the event that you become a finalist for the position for which you are applying. For certain positions, criminal background information will be

requested during the application stage. Further, NWRL may conduct a criminal background check on individuals upon making a contingent job offer. Please refer to the job description for this position to determine if such a check will be conducted, no offer of employment shall become final until receipt of the results of the criminal background check from the BCA, the content of which is acceptable to NWRL, and formal approval by the appointing authority.

VII. Certification, disclaimer, and release

I certify that the answers I have given on this application are true and correct to the best of my knowledge. I understand that any false or misleading information provided, or any omission or concealment of facts, will disqualify me from employment, and constitutes grounds for my immediate dismissal should I be employed by Northwest Regional Library.

I understand, acknowledge and agree that no offer of employment is valid or binding until formal approval by the Board of Directors and that until such approval that NWRL shall not be liable for any reliance on any oral or written offers of employment made to me.

In connection with this application I hereby authorize any and all current and former employers, organizations where I have volunteered (“volunteer organizations”) and references named in this application, or any agent of such a former employer or volunteer organizations, to release to NWRL and its agents any and all information regarding my job performance and fitness/qualifications to perform the position I am presently seeking and any other employment or related information, both public and private, in their possession. I understand that NWRL will use this information to determine my fitness/qualifications for the position I am seeking. This authorization expires one year from my signature, below.

I hereby release NWRL and all former employers, volunteer organizations and references listed herein and any and all agents acting on behalf of NWRL, former employers, volunteer organizations or references, for any and all liability whatever nature by reason of requesting or providing such information.

Signature

Date