



Employment Application

I. Personal Information

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

E-mail: _____ Phone: _____

Date Available: _____

II. Employment Eligibility

Are you a US Citizen? _____ If no, are you allowed to work in the US? _____

Have you ever been convicted of a felony? _____

If yes, please explain: _____

III. Please attach a resume providing education information, work experience, volunteer experience, military service, and any other relevant information.

IV. Why are you interested in living and working in the Four-Corners area?

V. Self-evalutaion, skills:

Please rate your experience in the following categories:	No Experience	Minimal Experience	Moderate Experience	Abundant Experience
Budget & Finance				
Collection Development				
Community Relations & Outreach				
Computer Applications & Software				
Computer Hardware, setup and maintenance				
Conflict Management				
Databases & Data Networks				
Grant Writing				
Policy Development				
Presentations				
Programming for Adults				
Programming for Children				
Programming for Teens				
Policy Development				
Social Media				
Video Conferencing				
Web Maintenance				

1. Which skill above do you consider your strongest asset? Briefly explain in the space below.

2. Which skill above do you consider your weakest category? What is your plan for improvement in this area?

3. Give a brief explanation of your experience with community relations and outreach.

VI. Self-evalutaion, work environments:

Evaluate your experience working in the following environments:	No Experience	Minimal Experience	Moderate Experience	Abundant Experience
Working At Multiple Sites				
Working In Rural Libraries				
Working In School Libraries				
Working With Government Agencies				

1. Give a brief explanation of your experience with working with government agencies.

VII. Optional: Please submit one professional letter of recommendation and/or one personal letter of recommendation.

Please note: All employees of the Southwest La Plata Library District must pass a background check before beginning employment. The Southwest La Plata Library District is an Equal Opportunity Employer and is committed to excellence through diversity.

I certify that the information I have provided in this application is true and an honest representation of my education, experience, skills, and abilities. I understand that any false or misleading information in my application or interview may result in my employment being terminated.

Signature _____ Date: _____