



Southwest La Plata Library District

Application For Employment

Southwest La Plata Library District seeks to build teams that represent the diverse perspectives, broad life experiences and backgrounds of our communities. We encourage all qualified applicants to apply.

Southwest La Plata Library District is an Equal Opportunity Employer. We do not discriminate on the basis of age (40 and over), color, disability, gender identity, genetic information, military or veteran status, national origin, race, religion, sex, sexual orientation or any other applicable status protected by state or local law. It is our intention that all qualified applicants be given equal opportunity and that selection decisions are based on job-related factors.

By completing this application, you are seeking to join a team of hardworking professionals dedicated to consistently delivering outstanding service to our patrons and contributing to the success of the Southwest La Plata Library District (SWLPLD) and its employees. Equal access to programs, services, and employment is available to all qualified persons. Those applicants requiring an accommodation to complete the application and/or interview process should contact a management representative by calling 970-375-3816 x 2.

I. Personal Information

Application Date: _____

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

E-mail: _____ Phone: _____

Date Available: _____

II. Employment Information:

Position(s) you are applying for:

List days and times you are available to work. Please note, most SWLPLD positions require afternoon and evening availability.

III. Employment Experience

List the names of your present or previous employers for the past ten years in chronological order with present or most recent employer listed first. If self-employed, give company name and supply business references. Add an additional page if necessary.

Name of employer: _____

Supervisor: _____

May we contact this employer? Yes No

Phone number/email: _____

Dates employed: From _____ to _____

Job title and Duties: _____

Reason for leaving: _____

Name of employer: _____

Supervisor: _____

May we contact this employer? Yes No

Phone number/email: _____

Dates employed: From _____ to _____

Job title and Duties: _____

Reason for leaving: _____

Name of employer: _____

Supervisor: _____

May we contact this employer? Yes No

Phone number/email: _____

Dates employed: From _____ to _____

Job title and Duties: _____

Reason for leaving: _____

Have you ever been involuntarily terminated or asked to resign from any job? Yes No

If yes, please explain:

Explain any gaps in your employment history: _____

IV. Job Related Work Experience

Describe any library work you have performed, including volunteer work:

Describe any experience you have working with children, including volunteer work:

Describe any experience you have working with teens and young adults, including volunteer work:

Describe any experience you have working with adults and seniors, including volunteer work:

Describe any customer service roles you have performed:

Describe any managerial experience you have:

Please list languages you speak or understand and your level of proficiency:

Please list any other experiences or qualifications we should consider:

V. Education

Describe your educational background in the table provided below:

	School name	Diploma/ degree (Yes/No)	Area of study/ major	Specialized training, skills, or extracurricular activities
High school				
College/ university				
Graduate/ professional school				
Trade school				
Other				

VI. References

Please list three professional references of individuals who are *not* related to you.

Name and title: _____

How you know this person and years acquainted: _____

Phone number/email: _____

Name and title: _____

How you know this person and years acquainted: _____

Phone number/email: _____

Name and title: _____

How you know this person and years acquainted: _____

Phone number/email: _____

Please list three people who know you well.

Name: _____

How you know this person and years acquainted: _____

Phone number/email: _____

Name: _____

How you know this person and years acquainted: _____

Phone number/email: _____

Name: _____

How you know this person and years acquainted: _____

Phone number/email: _____

VII. General Information

Other names used, if necessary to enable a check on work history or educational record: _____

Have you ever worked for SWLPLD before? Yes No

If yes, provide dates and position:

Do you have friends and/or relatives working for SWLPLD? Yes No

If yes, please list name(s) and relationship(s):

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.

I authorize any person, organization or company listed on this application to furnish you any and all information concerning my employment, education and qualifications for employment. I also authorize you to request and receive such information.

I acknowledge that my employment may be terminated, or any offer or acceptance of employment withdrawn, at any time, with or without cause, and with or without prior notice at the option of SWLPLD or myself.

In consideration for my employment, I agree to abide by the rules and regulations of Southwest La Plata Library District, which rules may be changed, withdrawn, added or interpreted at any time, at SWLPLD's sole option and without prior notice to me.

Signature: _____ Date: _____