



PINES & PLAINS LIBRARY DISTRICT

651 W. BEVERLY ST.
 ELIZABETH, CO 80107
 (303) 646-3792
 (303) 646-0315 - FAX

EMPLOYMENT APPLICATION FORM – Please fill out clearly and completely

Job for which you are applying, including location:		How did you learn about this position?	
Last Name	First Name	Middle Initial	Other name(s) used
Mailing Address	City	State	Zip code
County	Home Phone	Work Phone	
Pines & Plains Libraries is an equal opportunity employer and does not discriminate against any person in recruitment, examination, appointment, training, promotion, retention, or any other personnel action, because of political or religious opinions or affiliations because of race, color, national origin, sex, age, disability, or other non-merit factors. The Library District does not give preference to current District employees when the applicants are otherwise equally qualified.			

EMPLOYMENT HISTORY -- List all employments, beginning with your most recent employer, then list in reverse date order.

Employed by:	Your Job Title:
Address:	Your Duties:
City & State:	
Supervisor: Phone:	
Supervisor's Title:	
Employed From (Mo./Yr.) To (Mo./Yr.)	
Salary \$ Wk./Mo./Yr. Average hrs. worked per week	
Why did you leave?	
Employed by:	Your Job Title:
Address:	Your Duties:
City & State:	
Supervisor: Phone:	
Supervisor's Title:	
Employed From (Mo./Yr.) To (Mo./Yr.)	
Salary \$ Wk./Mo./Yr. Average hrs. worked per week	
Why did you leave?	

Employed by:	Your Job Title:
Address:	Your Duties:
City & State:	
Supervisor: Phone:	
Supervisor's Title:	
Employed From (Mo./Yr.) To (Mo./Yr.)	
Salary \$ Wk./Mo./Yr. Average hrs. worked per week	
Why did you leave?	

SPECIAL DATA: Have you ever been employed with Pines & Plains Libraries?	Yes	No	Show Above
May we contact you present employer NOW regarding your qualifications, character, etc.?	Yes	No	
Have you been fired or asked to resign from any job in the past five years?	Yes	No	Show Above
Have you ever been found guilty of ANY law violations other than parking tickets or juvenile offenses? Give details here. (Records do not cause automatic disqualification, but are reviewed as related to the job applied for.)	Yes	No	

EDUCATION	GED Certificate	Number	Date	Place Test Taken
High School	Name/Address		Completed (Yr.): Degree Received:	
Business/Trade School	Name/Address		Completed (Yr.): Degree Received:	Courses Taken
College	Name/Address		Completed (Yr.): Degree Received:	Major
College	Name/Address		Completed (Yr.): Degree Received:	Major
Other	Name/Address		Completed (Yr.): Degree Received:	Major

REFERENCES – Please list three current references.

1. Name:	Address:	Relationship to applicant:
Phone #:		Email:
2. Name:	Address:	Relationship to applicant:
Phone #:		Email:
3. Name:	Address:	Relationship to applicant:
Phone #:		Email:

AUTHORIZATION AND CERTIFICATE:

I authorize you, at the time of my application for employment or during the course of employment, to obtain information from any source as to my education, experience, character, background, medical history, financial or credit record as it relates to the position for which I am being considered, or which I may be employed, if I am a successful applicant.

I certify that my statements in this application are true, complete and correct to the best of my knowledge and belief. I understand that any falsification or omission of information may remove my name from the eligible list or, if I have been appointed, cause my dismissal from this position. I also agree that ALL statements made on this application may be investigated.

DATE: _____ SIGNATURE: _____