



# APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation or any other legally protected status. As required by law, we provide reasonable accommodation as necessary for the disabled.

PLEASE PRINT

Position \_\_\_\_\_ Date \_\_\_\_\_

How did you learn about this job opening? Newspaper \_\_\_\_\_ Word of mouth \_\_\_\_\_ Library website \_\_\_\_\_

Other online source (provide URL) \_\_\_\_\_ Other \_\_\_\_\_

Name (last, first, middle) \_\_\_\_\_

Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home phone number \_\_\_\_\_ Cell phone number \_\_\_\_\_

E-mail address \_\_\_\_\_

Are you under 16 years of age? Yes \_\_\_ No \_\_\_ If 'Yes', employment is subject to verification of age.

Are you a U.S. citizen? Yes \_\_\_ No \_\_\_ If 'No', state your immigration status \_\_\_\_\_

Are you currently employed? Yes \_\_\_ No \_\_\_ If 'Yes', may we contact your present employer? Yes \_\_\_ No \_\_\_

What would you prefer to work? [ ] Full time [ ] Part time How many hours can you work weekly? \_\_\_\_\_

On what date would you be available to work? \_\_\_\_\_

Have you ever been fired or asked to resign from a job? Yes \_\_\_ No \_\_\_ If 'Yes', please explain. \_\_\_\_\_

**A criminal background check may be required for hiring.**

Have you been convicted of a felony or any crime which carried the potential of a jail sentence in Wyoming or any other state or territory of the United States or any foreign country? (This does not include minor traffic offenses, but does include alcohol related traffic incidents or convictions resulting from accidents involving injury to persons.) Yes \_\_\_ No \_\_\_

If 'Yes', please explain and provide the date of conviction(s), the nature and title of the offense and the jurisdiction in which the conviction occurred.

**EDUCATION**

High School and/or College and Location	Course of study	No. of years completed	Did you graduate?	Degree	Date of Degree
			Yes ___ No ___		
			Yes ___ No ___		
			Yes ___ No ___		

Please list employment history starting with your most recent employer. Account for all periods including military service and periods of unemployment or self-employment during the last five years. Include earlier employment if it is relevant to the position applied for. Attach additional sheets if necessary.

**EMPLOYMENT HISTORY**

<b>Employer</b>		<b>Work Performed</b>
<b>Address</b>		
<b>Telephone Number</b>	<b>Dates Employed</b> From:                      To:	
<b>Job Title</b>	<b>Supervisor</b>	<b>Supervisor Telephone Number</b>
<b>Reason for Leaving</b>		
<b>Employer</b>		<b>Work Performed</b>
<b>Address</b>		
<b>Telephone Number</b>	<b>Dates Employed</b> From:                      To:	
<b>Job Title</b>	<b>Supervisor</b>	<b>Supervisor Telephone Number</b>
<b>Reason for Leaving</b>		
<b>Employer</b>		<b>Work Performed</b>
<b>Address</b>		
<b>Telephone Number</b>	<b>Dates Employed</b> From:                      To:	
<b>Job Title</b>	<b>Supervisor</b>	<b>Supervisor Telephone Number</b>
<b>Reason for Leaving</b>		
<b>Employer</b>		<b>Work Performed</b>
<b>Address</b>		
<b>Telephone Number</b>	<b>Dates Employed</b> From:                      To:	
<b>Job Title</b>	<b>Supervisor</b>	<b>Supervisor Telephone Number</b>
<b>Reason for Leaving</b>		
<b>Employer</b>		<b>Work Performed</b>
<b>Address</b>		
<b>Telephone Number</b>	<b>Dates Employed</b> From:                      To:	
<b>Job Title</b>	<b>Supervisor</b>	<b>Supervisor Telephone Number</b>
<b>Reason for Leaving</b>		

Other than English, list any languages (including sign language) that you can speak, read, and/or write			
	Fluent	Good	Fair
Speak			
Read			
Write			

Put a check mark to show your skill level with the following software			
	Fair	Good	Expert
Word Processing			
Spreadsheets			
Database usage			

List any other education, experience or certification you have that may apply to this position.

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment is effective for the position applied for only. A separate application must be submitted for each position vacancy.

I hereby understand and acknowledge that Laramie County Library System is an at-will employer. Either Laramie County Library System or the employee can terminate employment at any time for any reason or no reason. There are no promises, expressed or implied, for continued employment, and no one may waive or modify these conditions of employment.

Laramie County Library System policies are not intended to be construed as part of any employment relationship and/or contract, and are simply general statements or organizational policy. Laramie County Library System policies are subject to unilateral change under the direction of the governing body, the Laramie County Library System Board of Directors.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand that I am required to abide by all rules and regulations of the employer.

\_\_\_\_\_  
Signature Date

**FOR LIBRARY USE ONLY**

Arrange Interview yes \_\_\_\_ no \_\_\_\_

Remarks \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Interviewer/Date

Employed yes \_\_\_\_ no \_\_\_\_