



Latah County Library District

Moscow Library - District Headquarters
110 South Jefferson St.
Moscow, ID 83843
Phone: 208.882.3925
Fax: 208.882.5098
URL: www.latahlibrary.org

EMPLOYMENT APPLICATION

Equal access to programs, services and employment is available to all persons. Those applicants requiring accommodation to the application and/or interview process should contact the Business Manager.

Position(s) applied for _____ Date of Application _____

Name _____
Last First Middle

Address _____
Street City State Zip

Telephone Number _____ If necessary, best time to call you at home is _____ am/pm

Email address _____ Cell Number _____

May we contact you at work? Yes No If yes, give work number _____

Have you ever been employed here before? Yes No If yes, give dates _____

Are you legally eligible for employment in this country? Yes No

Date available for work _____

Are you able to meet the attendance requirements of the position? Yes No

Do you have a valid drivers license (if job related)? Yes No

Have you been convicted of a felony in the last seven (7) years? Yes No
(such conviction may be relevant if job related, but does not bar you from employment.)

If Yes, please explain :

Employment History

List your last four (4) employers, assignments or volunteer activities, starting with the most recent, including military experience. Explain any gaps in employment in the comments section below.

Present Employer	Phone Number	Dates Employed		Summarize the nature of the work performed and job
		Fr om	To	
Address		Salary Starting		
Job Title	Immediate Supervisor and Title	\$	Per	
Reason for Leaving		Salary Final		
May we contact for reference?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later	\$	Per	
Present Employer	Phone Number	Dates Employed		Summarize the nature of the work performed and job
		Fr om	To	
Address		Salary Starting		
Job Title	Immediate Supervisor and Title	\$	Per	
Reason for Leaving		Salary Final		
May we contact for reference?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later	\$	Per	
Present Employer	Phone Number	Dates Employed		Summarize the nature of the work performed and job
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Address		Salary Starting		
Job Title	Immediate Supervisor and Title	\$	Per	
Reason for Leaving		Salary Final		
May we contact for reference?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later	\$	Per	
Present Employer	Phone Number	Dates Employed		Summarize the nature of the work performed and job
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Address		Salary Starting		
Job Title	Immediate Supervisor and Title	\$	Per	
Reason for Leaving		Salary Final		
May we contact for reference?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later	\$	Per	

Comments (including any gaps in employment) :

E ducational Background

A. List last three (3) schools attended, starting with most recent. B. List Degree Completed

A. School	B. Degree Completed

Skills and Qualifications - Summarize any training, skills, licenses, certificates, etc. that may qualify you as being able to perform job-related functions of the position for which you are applying.

References - List name and telephone number of three business/work references who are *not* related to you and are *not* previous supervisors. If not applicable, list three school or personal references who are not related to you.

Name	Telephone	Years Known

List any additional information you would like us to consider:

It is understood and agreed upon that any misrepresentation by me on this application will be sufficient cause for cancellation of this application and/or separation from the Latah County Library District's service if I have been employed.

I give the Latah County Library District the right to investigate all references and to secure additional information about me, if job-related. I hereby release from liability the Latah County Library District and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.

The Latah County Library District is an Equal Opportunity Employer. The Latah County Library District does not discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state or federal law.

This application is current for only 60 days. At the conclusion of this time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to fill out a new application.

I understand it is the Library's policy not to refuse to hire a qualified individual because of this person's need for accommodation that would be required by the ADA.

Signature of Applicant _____

Date _____

All applicants will be notified following the review of all applications. Please do not call to find out if you have been selected for an interview.