Employment Application Requirements for Library Director Position

Each Applicant must submit the following:

1. A Completed and Signed Employment Application
2. A Functional Resume
3. Personal Information Questionnaire
4. Three Letters of Recommendation

Incomplete application packets will not be considered
Employment Application

Our policy is to provide equal employment opportunity to all qualified persons without regard to race, creed, color, religious belief, sex, age, national origin, ancestry, physical or mental disability, or veteran status.

Date ______________________
First Name __________________ Last Name __________________
Street Address ____________________________________________
City ___________________ State _______ ZIP _______
Telephone ___________________ Cell Phone __________________

Position applying for ________________________________

How did you hear of this opening? ________________________________

When can you start? ____________________________

Are you a U.S. citizen or otherwise authorized to work in the U.S. on an unrestricted basis? (You may be required to provide documentation.) □ Yes □ No

Are you looking for full-time employment? □ Yes □ No

If no, what hours are you available? ______________

Are you willing to work adjustable hours? □ Yes □ No

Are you willing to be available on call? □ Yes □ No

Have you ever been convicted of a felony? (This will not necessarily affect your application.) □ Yes □ No

If yes, please describe conditions. ______________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

Education

High School ________________________________ Year _______ Major _______ Degree _______

College ________________________________ Year _______ Major _______ Degree _______

College ________________________________ Year _______ Major _______ Degree _______

Post-College ________________________________ Year _______ Major _______ Degree _______

Other Training ________________________________ Year _______ Major _______ Degree _______

In addition to your work history, are there other skills, qualifications, or experience that we should consider?

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________
Employment History (Start with most recent employer)

Company Name ________________________________________________________________
Address ____________________________________ Telephone _________________________
Date Started ___________ Starting Wage ____________ Starting Position ________________
Date Ended _____________ Ending Wage ____________ Ending Position ________________
Name of Supervisor ____________________________________
May we contact? ☐ Yes ☐ No
Responsibilities ________________________________________________________________

Reason for leaving ______________________________________________________________

Company Name ________________________________________________________________
Address ____________________________________ Telephone _________________________
Date Started ___________ Starting Wage ____________ Starting Position ________________
Date Ended _____________ Ending Wage ____________ Ending Position ________________
Name of Supervisor ____________________________________
May we contact? ☐ Yes ☐ No
Responsibilities ________________________________________________________________

Reason for leaving ______________________________________________________________

Company Name ________________________________________________________________
Address ____________________________________ Telephone _________________________
Date Started ___________ Starting Wage ____________ Starting Position ________________
Date Ended _____________ Ending Wage ____________ Ending Position ________________
Name of Supervisor ____________________________________
May we contact? ☐ Yes ☐ No
Responsibilities ________________________________________________________________
Reason for leaving ______________________________________________________________

Company Name ________________________________________________________________
Address _______________________________________ Telephone ______________________

Date Started ____________  Starting Wage ____________  Starting Position _______________
Date Ended _____________  Ending Wage ____________  Ending Position ________________

Name of Supervisor ____________________________________

May we contact?  □ Yes  □ No

Responsibilities ________________________________________________________________

Reason for leaving ______________________________________________________________

**PERSONAL EMPLOYMENT QUESTIONNAIRE**

<table>
<thead>
<tr>
<th>Question</th>
<th>YES</th>
<th>NO</th>
</tr>
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<tbody>
<tr>
<td>Are you able to perform the essential functions required of the position for which you are making application, with or without accommodations? If no, please explain:</td>
<td></td>
<td></td>
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<tr>
<td>Have you ever been convicted of a felony or any offense involving moral turpitude (e.g., theft, attempted theft, murder, rape, swindling, and indecency with a minor) or has any court received a plea of guilty or a plea of nolo contendre from you? If yes, please explain:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you ever been convicted of any felony or sentenced or received a deferred prosecution or probation for any charge including any crime relating to child abuse or neglect, or any crime relating to sexual abuse of a minor? If yes, please explain:</td>
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</tr>
</tbody>
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Have you ever been dismissed or asked to resign from any job? If yes, please give details:  

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<tr>
<th>YES</th>
<th>NO</th>
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Do you have, or have you had employment in any other Utah municipalities? If yes, list dates and with which municipality:  

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<tr>
<th>YES</th>
<th>NO</th>
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Are you legally authorized to work in the United States?  

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<th>YES</th>
<th>NO</th>
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Will you, now or in the future, require sponsorship for employment status (e.g. H-1B visa status)?  

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<tr>
<th>YES</th>
<th>NO</th>
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Attach additional information if necessary.

I certify that the facts set forth in this application for employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements on this application shall be considered sufficient cause for dismissal. This company is hereby authorized to make any investigations of my prior educational and employment history.

I understand that employment at this company is “at will,” which means that either I or this company can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis. I understand that no supervisor, manager, or executive of this company, other than the president, has any authority to alter the foregoing.

Signature_________________________________ Date __________________