

Garland City  
72 N Main  
P. O. Box 129  
Garland, Utah 84312-0129  
435-257-3118      Fax 435-257-3143

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## 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

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## 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	School Name and Location	Year	Major	Degree
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High School	_____	_____	_____	_____
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College	_____	_____	_____	_____
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College	_____	_____	_____	_____
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Post-College	_____	_____	_____	_____
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Other Training	_____	_____	_____	_____
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In addition to your work history, are there other skills, qualifications, or experience that we should consider?

\_\_\_\_\_

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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 \_\_\_\_\_

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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**

<p>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:</p>	<p>YES</p>	<p>NO</p>
<p>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 contendere from you? If yes, please explain:</p>	<p>YES</p>	<p>NO</p>
<p>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:</p>	<p>YES</p>	<p>NO</p>

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Have you ever been dismissed or asked to resign from any job? If yes, please give details:	YES	NO
Do you have, or have you had employment in any other Utah municipalities? If yes, list dates and with which municipality:	YES	NO
Are you legally authorized to work in the United States?	YES	NO
Will you, now or in the future, require sponsorship for employment status (e.g. H-1B visa status)?	YES	NO

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 \_\_\_\_\_