

# ESTES VALLEY PUBLIC LIBRARY EMPLOYMENT APPLICATION

**The Estes Valley Public Library is an Equal Opportunity Employer.** We do not discriminate in hiring or other employment decisions on the basis of race, color, religion, national origin, sex, age, disability, or any other status protected by law or regulation. It is our intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.

Return completed application to:

ESTES VALLEY PUBLIC LIBRARY  
PO BOX 1687 / 335 E. ELKHORN AVE.  
ESTES PARK, CO 80517  
PHONE: (970) 586-8116

Today's Date: \_\_\_\_\_

**POSITION APPLYING FOR:** \_\_\_\_\_

**PERSONAL DATA** e-mail address: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Phone: Daytime: \_\_\_\_\_ Evening: \_\_\_\_\_ Cell: \_\_\_\_\_

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

Are you eligible to work in the United States? \_\_\_\_\_

## SKILLS OVERVIEW

Briefly describe your skills and training that meet the needs of the library and the position for which you are applying:

Do you have typing or keyboarding skills? \_\_\_\_\_ Yes \_\_\_\_\_ No

List computer software with which you are familiar and indicate your proficiency level (beginning / intermediate / advanced):

Can you communicate in a language other than English (including American Sign Language):

\_\_\_\_\_ No      \_\_\_\_\_ Yes      If yes, list language(s): \_\_\_\_\_

**EDUCATION / TRAINING**

High School Name: \_\_\_\_\_

If applicable, GED Program Name: \_\_\_\_\_

School Location (City, State, Country):

Highest grade-level completed (circle one): 9    10    11    12

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If you attended **College, University, Trade, or Vocational** School, please list all school information below beginning with the most recent educational institution you attended.

1)    School Name \_\_\_\_\_ Major/Area of Study \_\_\_\_\_  
      Location (City, State, Country) \_\_\_\_\_  
      Did you receive a degree, diploma, or certificate?    Yes    No  
      If yes, degree / diploma / certificate earned: \_\_\_\_\_  
      If no, number of credit hours, semester hours, or total years completed \_\_\_\_\_

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2)    School Name: \_\_\_\_\_ Major/Area of Study: \_\_\_\_\_  
      Location (City, State, Country): \_\_\_\_\_  
      Did you receive a degree, diploma, or certificate?    Yes    No  
      If yes, degree / diploma / certificate earned: \_\_\_\_\_  
      If no, number of credit hours, semester hours, or total years completed: \_\_\_\_\_

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3)    School Name: \_\_\_\_\_ Major/Area of Study: \_\_\_\_\_  
      Location (City, State, Country): \_\_\_\_\_  
      Did you receive a degree, diploma, or certificate?    Yes    No  
      If yes, degree / diploma / certificate earned: \_\_\_\_\_  
      If no, number of credit hours, semester hours, or total years completed: \_\_\_\_\_

**WORK HISTORY:** (including military service)

*Please do not write "see resume" in lieu of completion*

1) CURRENT or MOST RECENT Employer: \_\_\_\_\_

Address, City, State Country: \_\_\_\_\_

Dates worked from \_\_\_\_\_ to \_\_\_\_\_ Employer phone # \_\_\_\_\_  
(month/yr) (month/yr)

Ending Title: \_\_\_\_\_

Work Performed: \_\_\_\_\_

Supervisor's Name and Title: \_\_\_\_\_

2) CURRENT or MOST RECENT Employer: \_\_\_\_\_

Address, City, State Country: \_\_\_\_\_

Dates worked from \_\_\_\_\_ to \_\_\_\_\_ Employer phone # \_\_\_\_\_  
(month/yr) (month/yr)

Ending Title: \_\_\_\_\_

Work Performed: \_\_\_\_\_

Supervisor's Name and Title: \_\_\_\_\_

3) CURRENT or MOST RECENT Employer: \_\_\_\_\_

Address, City, State Country: \_\_\_\_\_

Dates worked from \_\_\_\_\_ to \_\_\_\_\_ Employer phone # \_\_\_\_\_  
(month/yr) (month/yr)

Ending Title: \_\_\_\_\_

Work Performed: \_\_\_\_\_

Supervisor's Name and Title: \_\_\_\_\_

4) CURRENT or MOST RECENT Employer: \_\_\_\_\_

Address, City, State Country: \_\_\_\_\_

Dates worked from \_\_\_\_\_ to \_\_\_\_\_ Employer phone # \_\_\_\_\_  
(month/yr) (month/yr)

Ending Title: \_\_\_\_\_

Work Performed: \_\_\_\_\_

Supervisor's Name and Title: \_\_\_\_\_

\_\_\_\_\_

*I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date. I authorize the investigation of any or all statements contained in this application. I understand that this application, verbal statements by management, or subsequent employment does not create an express or implied contract of employment nor guarantee employment for any definite period of time. I understand that, if hired, I have been hired at the will of the employer and my employment may be terminated at any time, with or without reason and with or without notice. I have read, understand, and by my signature consent to these statements.*

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