



Substitute Library Assistant Employment Application

Garfield County Public Library District
P.O. Box 832, 207 East Avenue
Rifle, CO 81650

970-625-4270 (telephone) 970-625-4472 (fax)

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status. If applicant is selected for an interview and needs accommodation to participate in the interview, please notify the Library District. Garfield County Public Library District EEO Plan is on file in the office of the Human Resources Manager; 207 East Avenue; Rifle, CO 81650.

(PLEASE PRINT)

Date of Application: _____

PERSONAL DATA

Last Name:		First Name:	Middle:
Mailing Address:		If hired, can you furnish proof you are eligible to work in the U.S.? Yes <input type="checkbox"/> No <input type="checkbox"/>	
City, State, Zip:		Home Phone:	
Are you legally eligible for work in the United States? Yes <input type="checkbox"/> No <input type="checkbox"/>		Cell Phone:	
Have you previously filled out an application with Garfield County Libraries? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, give date:		Email Address:	
Have you ever been employed by Garfield County Libraries? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, give date:		You must be age 18 or older to be considered for this position. Are you 18 or older? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are you able to perform the essential functions of the Substitute Library Assistant position, with or without a reasonable accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No		Date available to start work:	
Indicate the languages you speak:	Can you read and/or write in the languages you speak? Yes <input type="checkbox"/> No <input type="checkbox"/>	Can you travel if this position requires it? Yes <input type="checkbox"/> No <input type="checkbox"/>	
How did you hear about this position?		ALL APPLICANTS OFFERED A POSITION WITH THE LIBRARY DISTRICT WILL BE SUBJECT TO A CRIMINAL BACKGROUND CHECK.	
<p>Garfield County Libraries Policy regarding the hiring of relatives is: In selecting candidates or retaining employees, certain relatives of employees shall not be employed within the same Department or Office, if such employment will result in one person exercising any degree of supervision over the other. This policy shall apply to District employees' spouses, children, grandchildren, parents, parents-in-law, brothers, sisters and brothers- or sisters-in-law.</p> <p>Are any of the above-listed relatives currently working for Garfield County Libraries? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please provide name(s):</p>			

EDUCATION

Please select the highest grade completed 7 8 9 10 11 12 13 14 15 16+

SCHOOL	NAME & LOCATION	COURSE OF STUDY	DEGREE OR DIPLOMA (yes or no)
High			
College			
Graduate			
Other			

MILITARY

Describe any job-related training received in the United States military:

SPECIAL SKILLS

Describe any specialized training and/or job-related skills that you possess and feel are relevant to working in libraries. List specialty areas in which you have experience (i.e. preparing & delivering storytime; advanced technical or computer skills; experience tutoring others, etc):

PROFESSIONAL OR CIVIC ORGANIZATION MEMBERSHIP

List professional, trade, business or civic activities and offices held. (You may exclude memberships, which would reveal sex, race, religion, national origin, age, ancestry, or handicap or other protected status):

AVAILABILITY

From the lists below, please indicate which library branch(es) you are able and willing to work at, and which days of the week you are typically available.

Carbondale Glenwood Springs New Castle Silt Rifle Parachute

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

EMPLOYMENT

(Please give accurate, complete full-time and part-time employment record. Start with present or most recent employer. You may **add** a resume if you wish, but you **must** completely fill out the rest of the application for consideration in hiring.)

Company Name:	Telephone:	Employed (month and year): From: To:
Street Address:	City, State, Zip:	Current salary or salary at termination:
Name of Supervisor:	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	Hours per week:
Job Title:		Number that you supervised:
Describe Work:		Reason for Leaving:

Company Name:	Telephone:	Employed (month and year): From: To:
Street Address:	City, State, Zip:	Current salary or salary at termination:
Name of Supervisor:	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	Hours per week:
Job Title:		Number that you supervised:
Describe Work:		Reason for Leaving:

Company Name:	Telephone:	Employed (month and year): From: To:
Street Address:	City, State, Zip:	Current salary or salary at termination:
Name of Supervisor:	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	Hours per week:
Job Title:		Number that you supervised:
Describe Work:		Reason for Leaving:

Company Name:	Telephone:	Employed (month and year): From: To:
Street Address:	City, State, Zip:	Current salary or salary at termination:
Name of Supervisor:	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	Hours per week:
Job Title:		Number that you supervised:
Describe Work:		Reason for Leaving:

Explain any gaps in employment:

AUTHORIZATION AND SIGNATURE

I certify that answers herein are true and complete: furthermore, I understand that misrepresentation or omission of facts in this application or during an interview(s) will be cause for cancellation of consideration for employment or dismissal if employed.

I authorize an inquiry to be made on the information contained in this application, and I understand for some positions this may include a thorough criminal, financial and/or DMV background investigation. Upon written request, the nature and scope of this inquiry will be made available to me. Former employers named herein are authorized to give information regarding me. They are hereby released from all liability for furnishing such information to Garfield County Public Library District.

I understand that employment is contingent upon a favorable evaluation and/or results of any pre-employment requirements necessary to perform the position applied for. This may include a health evaluation form, medical examination, skills testing, aptitude testing, verification of employment or other assessment determined necessary.

This application for employment shall be considered active for a period of time the position applied for is vacant or for 6 months, whichever is longer. Any applicant wishing to be considered for employment beyond this period should reapply.

Print Name

Applicant's Signature

Date