

# APPLICATION FOR EMPLOYMENT MESA COUNTY PUBLIC LIBRARY DISTRICT



## Mesa County Public Library District is an Equal Opportunity Employer

The Library District does not discriminate in hiring or employment on the basis of race, color, religion, creed, national origin, ancestry, marital status, disability, sex, pregnancy, age, political preference, sexual orientation, or any other status protected by law. It is our intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.

Answer each question fully and accurately. No action can be taken on this application until you have answered all questions. Use blank paper if you do not have enough room on this application.

**PLEASE TYPE OR PRINT LEGIBLY**, except for signature on last page of application.

In reading and answering the following questions, be aware that none of the questions are intended to imply illegal preferences or discrimination based upon non-job-related information.

**DATE:** \_\_\_\_\_

**POSITION FOR WHICH YOU ARE APPLYING:** \_\_\_\_\_

Full time  Part time  Temporary  If hired, when would you be available to start? \_\_\_\_\_

## PERSONAL DATA

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

Other names used within the past 10 years: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Please check all preferred methods to contact you:

Home Phone

Work Phone

Message/Cell Phone

(\_\_\_\_)\_\_\_\_\_

(\_\_\_\_)\_\_\_\_\_

(\_\_\_\_)\_\_\_\_\_

## HOW DID YOU FIND OUT ABOUT THIS JOB?

MCPLD Web Site  Daily Sentinel  Colorado Workforce

Posting at Library (name of branch) \_\_\_\_\_ Other (please specify) \_\_\_\_\_

If hired, can you provide proof of legal eligibility for employment in the U.S. within three business days of the date employment begins?  Yes  No

Are you 18 years of age or older?  Yes  No (If you are hired, you may be required to submit proof of age.)

Are you related to anyone currently employed by MCPLD?  Yes  No

If yes, please give name and relationship: \_\_\_\_\_

Have you ever been **employed**, or have you **volunteered** at Mesa County Public Library District?  Yes  No

Check one (if applicable)  Employed  Volunteered

If yes, when? \_\_\_\_\_ What position? \_\_\_\_\_

If employed, do you expect to be engaged in any additional business or employment outside of your job?

Yes  No If yes, give details \_\_\_\_\_

**For positions requiring a Driver's License, fill out the following:**

Do you have a valid driver's license?  Yes  No State: \_\_\_\_\_  Class R  Other

Have you received a moving violation in the past three years?  No  Yes

If yes, please explain: \_\_\_\_\_

**JOB REQUIREMENTS** (COMPLETE THIS SECTION ONLY IF YOU HAVE BEEN MADE AWARE OF THE JOB QUALIFICATIONS/REQUIREMENTS.)

I have reviewed the essential job functions on the vacancy posting and state that I can perform these functions with or without reasonable accommodation.  Yes  No

**SKILLS, KNOWLEDGE AND ABILITIES**

Keyboarding speed: \_\_\_\_\_ wpm \_\_\_\_\_

List computer software with which you are familiar and indicate your proficiency level

Type of Software	Name of Software	Experience			
		None	Beginning	Intermediate	Advanced
Internet/Email		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Word Processing		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Library Circulation Systems		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spreadsheet/Database		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Desktop Publishing		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Software		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Describe skills, training, and any volunteer experience you have that relate to the job for which you are applying:

\_\_\_\_\_

Indicate other skills or experience you have that would assist you, if hired, in dealing with the diverse community that Mesa County Library District employees are charged to serve:

\_\_\_\_\_

Have you ever had any job-related training in the United States military?  Yes  No

If yes, please give date \_\_\_\_\_

## EDUCATION

Education	School Name and Location	Type of Diploma/Degree/ Certificate*
High School		Graduated? Yes <input type="checkbox"/> No <input type="checkbox"/> H.S. Diploma? Yes <input type="checkbox"/> No <input type="checkbox"/> If no HS Diploma, Yes <input type="checkbox"/> No <input type="checkbox"/> Did you get your GED?

Higher Education	School Name and Location	Major Course of Study	Type of Diploma/Degree/ Certificate*
Vocational/Technical/ Certification			
Undergraduate College/University			
Graduate College/University			

\* Note "In Progress" if still completing course of study

If required for the specific position for which you are applying, are you able to communicate in more than one language?  Yes  No Please list below:

Language									
	Speak			Read			Write		
	Beginner	Intermediate	Fluent	Beginner	Intermediate	Fluent	Beginner	Intermediate	Fluent
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Speak			Read			Write		
	Beginner	Intermediate	Fluent	Beginner	Intermediate	Fluent	Beginner	Intermediate	Fluent
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## WORK HISTORY

(Note: A job offer may be contingent upon acceptable references from current and former employers.)

List names of employers in consecutive order with present or last employer listed first. Account for all periods of time including self-employment, volunteer work (if applicable), military service, and any periods of unemployment that are six months or longer. Attach additional sheets if necessary. Include employment history for the previous **ten years**.

# WORK HISTORY

This section must be completed in full whether or not a resume is included.

May we contact your present employer?  Yes  No, Please Explain \_\_\_\_\_  
 I am not currently employed.

DATES		NAME AND ADDRESS OF EMPLOYER	JOB TITLE:
From:			SUPERVISOR'S NAME AND TITLE:
MO:			
YR:			HOURS PER WEEK WORKED:
To:			NUMBER OF EMPLOYEES SUPERVISED BY YOU:
MO:			
YR:		SUPERVISOR'S TELEPHONE/EMAIL ADDRESS:	REASON FOR LEAVING OR CONSIDERING A CHANGE:

DESCRIBE MAJOR DUTIES:


DATES		NAME AND ADDRESS OF EMPLOYER	JOB TITLE:
From:			SUPERVISOR'S NAME AND TITLE:
MO:			
YR:			HOURS PER WEEK WORKED:
To:			NUMBER OF EMPLOYEES SUPERVISED BY YOU:
MO:			
YR:		SUPERVISOR'S TELEPHONE/EMAIL ADDRESS:	REASON FOR LEAVING

DESCRIBE MAJOR DUTIES:


DATES		NAME AND ADDRESS OF EMPLOYER	JOB TITLE:
From:			SUPERVISOR'S NAME AND TITLE:
MO:			
YR:			HOURS PER WEEK WORKED:
To:			NUMBER OF EMPLOYEES SUPERVISED BY YOU:
MO:			
YR:		SUPERVISOR'S TELEPHONE/EMAIL ADDRESS:	REASON FOR LEAVING:

DESCRIBE MAJOR DUTIES:


<b>DATES</b>	<b>NAME AND ADDRESS OF EMPLOYER</b>	<b>JOB TITLE:</b>
From:		SUPERVISOR'S NAME AND TITLE:
MO:		
YR:		HOURS PER WEEK WORKED:
To:		NUMBER OF EMPLOYEES SUPERVISED BY YOU:
MO:		
YR:	SUPERVISOR'S TELEPHONE/EMAIL ADDRESS:	REASON FOR LEAVING:

DESCRIBE MAJOR DUTIES:

<b>DATES</b>	<b>NAME AND ADDRESS OF EMPLOYER</b>	<b>JOB TITLE:</b>
From:		SUPERVISOR'S NAME AND TITLE:
MO:		
YR:		HOURS PER WEEK WORKED:
To:		NUMBER OF EMPLOYEES SUPERVISED BY YOU:
MO:		
YR:	SUPERVISOR'S TELEPHONE/EMAIL ADDRESS:	REASON FOR LEAVING:

DESCRIBE MAJOR DUTIES:

<b>DATES</b>	<b>NAME AND ADDRESS OF EMPLOYER</b>	<b>JOB TITLE:</b>
From:		SUPERVISOR'S NAME AND TITLE:
MO:		
YR:		HOURS PER WEEK WORKED:
To:		NUMBER OF EMPLOYEES SUPERVISED BY YOU:
MO:		
YR:	SUPERVISOR'S TELEPHONE/EMAIL ADDRESS:	REASON FOR LEAVING:

DESCRIBE MAJOR DUTIES:

<b>DATES</b>	<b>NAME AND ADDRESS OF EMPLOYER</b>	<b>JOB TITLE:</b>
From:		SUPERVISOR'S NAME AND TITLE:
MO:		
YR:		HOURS PER WEEK WORKED:
To:		NUMBER OF EMPLOYEES SUPERVISED BY YOU:
MO:		
YR:	SUPERVISOR'S TELEPHONE/EMAIL ADDRESS:	REASON FOR LEAVING:

DESCRIBE MAJOR DUTIES:

# Applicant Professional References Form

Mesa County Public Library District is an Equal Opportunity Employer

Name \_\_\_\_\_

Position Applied For: \_\_\_\_\_

Please list three **BUSINESS** references. Do not list names of friends, relatives or other non-work-related contacts.

1.

Name \_\_\_\_\_

Job Title \_\_\_\_\_

Employer \_\_\_\_\_

Relationship \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

Years Known \_\_\_\_\_

2.

Name \_\_\_\_\_

Job Title \_\_\_\_\_

Employer \_\_\_\_\_

Relationship \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

Years Known \_\_\_\_\_

3.

Name \_\_\_\_\_

Job Title \_\_\_\_\_

Employer \_\_\_\_\_

Relationship \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

Years Known \_\_\_\_\_

I give my consent for the Mesa County Public Library District to contact any of my references, employers (except as noted), educational institutions, and law enforcement authorities, and I authorize said parties to release any information concerning my background. I accept the risk that the information provided by said parties may be incorrect and may be considered by the Mesa County Public Library District in making its hiring decision. I hereby waive any and all claims related to the Mesa County Public Library obtaining information from my references, employers, educational institutions, and law enforcement authorities and release said parties from any liability for any damages.

I have read, understand and by my signature consent to these statements.

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

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

# CERTIFICATION, AUTHORIZATION, AND RELEASE

## PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING

I certify that the facts contained in this Application and accompanying documents are true and complete to the best of my knowledge, and I understand that any falsification, omission or misrepresentation of any information called for in this Application may result in the rejection of my Application, or in the event I am hired, the termination of my employment at any time.

I give my consent for the Mesa County Public Library District to contact any of my references, employers (except as noted), educational institutions, and law enforcement authorities, and I authorize said parties to release any information concerning my background. I accept the risk that the information provided by said parties may be incorrect and may be considered by the Mesa County Public Library District in making its hiring decision. I hereby waive any and all claims related to the Mesa County Public Library obtaining information from my references, employers, educational institutions, and law enforcement authorities and release said parties from any liability for any damages.

I understand that Mesa County Public Library District maintains a drug-free workplace.

I understand that the following information outlines a portion of the Mesa County Public Library District's Philosophy of Information Service:

Every library user must be treated with the utmost respect and concern for privacy. Colorado Library Law (§ 24-90-119) forbids the disclosure of information, which identifies a person as having requested or obtained materials or having used the library except in specific instances. **Intellectual Freedom** is the right of every individual to both seek and receive information from all points of view without restriction. It provides for free access to all expressions of ideas through which any and all sides of a question, cause or movement may be explored. Intellectual freedom encompasses the freedom to hold, receive and disseminate ideas. It is a core value of the library profession and a cornerstone of democracy.

I understand and agree that this Application is not an employment contract, nor is it an offer of employment. I understand that if I am hired, I will be an "at will" employee throughout my time with the Mesa County Public Library District, which means either the Mesa County Public Library District or I may terminate the employment relationship with or without cause at any time, with or without advance notice. I understand that neither this Application, verbal statements made by Mesa County Public Library employees or board members, nor my employment can create an express or implied contract of employment for any defined period of time, or guarantee my employment in the future. I further understand that only the Mesa County Public Library District's Board of Trustees has the authority to change the at-will employment of any applicant or any employee, and that the Board may do so only in writing; so I may not rely on any written assurance from any other person or on the verbal assurance, conduct or custom of any person regarding the term or any other condition of my employment.

I have read, understand and by my signature consent to these statements.

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

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

## Criminal Record

Have you been convicted of or plead guilty (includes also deferred judgment and no contest plea) to a crime or subjected to court martial? (Do not include crimes for which public records are sealed or have been expunged.)

No  Yes If yes, please provide (1) the charge, (2) conviction date, (3) place, (4) court and, (5) sentence imposed or other action taken: \_\_\_\_\_

(A conviction will not necessarily disqualify an applicant for employment; such factors as age and date of conviction, seriousness and nature of the crime, and rehabilitation will be considered.)

Have you, within the past 3 months, used drugs other than as prescribed for you by a physician?  No  Yes

**Please print, sign, and submit all application materials to:**

**Human Resource Director  
Mesa County Public Library District  
P.O. Box 20,000-5019  
530 Grand Avenue  
Grand Junction, CO 81502-5019  
Voice: (970) 243-4783 Fax: (970) 243-4744  
Website: [www.mcpld.org](http://www.mcpld.org)**

**If you are notified of testing or an interview and require any accommodation,  
please contact the Human Resource Office.**

**From:  
Human Resource Department  
Mesa County Libraries  
PO Box 20,000-5019  
Grand Junction, CO 81502-5019**

**Please complete with your  
name and mailing address:**

**To: \_\_\_\_\_**

\_\_\_\_\_

\_\_\_\_\_



**Notice of Job Application Received**

**Thank you for your interest in employment with Mesa County Libraries  
Your application has been received and will be reviewed. We  
will contact you ONLY if you are among the candidates  
selected for an interview and/or testing.**

Revised 10/19/09