

EDUCATION

Please provide detailed information regarding your education.

Grade School and/or High School

- Graduated from High School
- Did not graduate; highest grade level completed: _____
- Did not graduate but passed a GED (General Education Development) test

Name of School

Location

Higher Education (*College, University, Vocational School*)

- Have vocational school degree
- Have two-year accredited academic college degree
- Do not have degree but _____ years from an accredited college/university
- Have four-year accredited college/university degree
- Have Master's degree or Ph.D. from accredited college/university

School Name	Major	Did you graduate?	Total Units	Type of Degree Received

Which online and/or automated systems have you worked with?

- Internet Explorer Google Chrome Horizon EBSCO
 Overdrive Thingiverse OCLC Learning Express
 Other

Computer Skills:

- Word Excel Coding PowerPoint
 Publisher 3D Printing Virtual Reality
 Other *Please List:* _____

WORK HISTORY

*List below all present and past employment, starting with your most recent employer (last 10 years is sufficient). Account for all periods of unemployment. **You must complete this section even if attaching a resume.***

Company Name	Title or Position	Dates of Employment	Salary	# hrs worked weekly	Name and Title of Supervisor
Describe your responsibilities			Reason for Leaving		

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WORK EXPERIENCE

Please check all areas in which you have work experience:

- Reference Cataloging Indexing Acquisitions
- Online Searching Technical Services Periodicals Collection Development
- Records Management Circulation Web Page Design Inter-library Loans
- Serials Government Documents Technical Reports Classified Documents

- Fiscal Management/Budgeting Other (list below*)

* Please list other work experience: _____

In which type of libraries have you worked? _____

Type of Work

Are you applying for:

- Regular full-time work? Yes No
- Regular part-time work? Yes No
- Temporary work (e.g., summer or holiday)? Yes No

What days and hours are you available to work? _____

If applying for temporary work, during what period of time will you be available?

From: _____ To: _____

Are you available for work on weekends? Yes No

Would you be available to work overtime, if necessary? Yes No

If hired, on what date can you start work? _____

Salary desired \$ _____

Have you ever applied to or worked for the Coalinga-Huron Library District before? Yes No

If yes, when? _____

Do you have any friends or relatives working for the Coalinga-Huron Library District? Yes No

If yes, state their name(s) and their relationship to you:

Name(s)	Relationship

Are you currently employed? Yes No

If so, may we contact your current employer? Yes No

Please explain any other experience, training, qualifications, or skills that you feel make you especially suited for work at the Coalinga-Huron Library District:



READ THIS STATEMENT BEFORE SIGNING

Information provided on this application may be verified, including, but not limited to, contacting former employers. My signature certifies that information on this application is true. I understand and agree that any misstatements or omissions of material facts will cause forfeiture on my part of all rights to employment by the Coalinga-Huron Library District.

Signature

Date

Note: Resumes will be accepted with a completed application form.