



Coalinga-Huron Library District

An Equal Opportunity Employer and Provider

EMPLOYMENT APPLICATION FORM

CONTACT INFORMATION

Applicants, please provide all requested information.

Name: _____
Last First Middle

Address: _____
Number and Street

City and State Zip Code

Mailing Address (if different): _____
Number and Street

City and State Zip Code

Daytime Phone Number Evening Phone Number

Position applying for: _____

PERSONAL INFORMATION

Applicants, please provide all requested information.

Are you 18 years of age or older? Yes No

(If under 18, hire is subject to verification that you are of minimum legal age.)

If hired, would you have access to reliable transportation to and from work? Yes No

Can you provide verification of your right to work in the U.S? Yes No

Are you able to perform the essential functions of the job for which you are applying, either with or without a reasonable accommodation? Yes No

If no, please describe functions that cannot be performed:

Note: Coalinga-Huron Library District (the "District") complies with the Fair Employment and Housing Act (FEHA) and the Americans with Disabilities Act (ADA). We consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. New hires may be subject to passing a medical examination, and to skill and agility tests.

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*)

- Vocational school degree
- Two-year accredited academic college degree
- No degree, but _____ years from an accredited college/university
- Four-year accredited college/university degree
- Master's degree or Ph.D. from accredited college/university

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

SPECIAL REQUIREMENTS AND SKILLS

Please fill in this section if license(s), certificates, and skills are required for this position.

License, Certificate or Registration: _____

Has your license/certificate/registration ever been revoked or suspended? Yes No

If yes, state reason(s), date of revocation or suspension, and date of reinstatement:

Required Course Work: _____

Computer Skills:

Please List: _____

WORK HISTORY

List below all present and past employment, starting with you 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
- Software Collections Microforms Standards
- 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

Note: We may refuse to hire relatives of present employees if doing so could result in an actual or potential conflict of interest.

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:



PLEASE READ CAREFULLY, INITIAL EACH PARAGRAPH, AND SIGN BELOW

Initials

_____ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

_____ I hereby authorize Coalinga-Huron Library District to thoroughly investigate my references, work record, education and other matters related to my suitability for employment (excluding criminal background information) unless otherwise specified above. I further authorize the references I have listed to disclose to the District any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition,

_____ I hereby release the District, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure. I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and the District. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the District, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the District's designated representative.

_____ I understand that, in compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

_____ I understand that the District will consider all qualified applicants, including those with criminal histories, in a manner consistent with applicable legal requirements, including state and local "Fair Chance" laws.

_____ 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 may be attached and submitted with a completed, signed application form. Resumes will not be accepted in lieu of a completed, signed application form.*