



EMPLOYMENT APPLICATION

Sublette County Libraries 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.

(Note: A completed application is required for all positions. A resume and cover letter may be included.)

Return completed application to: Sublette County Libraries

PO Box 489

Pinedale, WY 82941

Website: sublettecountylibrary.org Phone: (307) 367-4114

Position you are applying for: _____

If included in the position vacancy announcement can you work the schedule as listed? ? Yes No

Personal Data

Last Name _____ First Name _____

Complete mailing address _____

Email _____ Day phone _____ Evening phone _____

Education/Training

High School or GED program name _____

Location (city, state) _____

Did you graduate? Yes No If no highest grade level completed _____

If you attended college, university, trade or vocational school please list all of the school information beginning with the most recent school you attended.

1) School Name _____ Major/area of study _____

Location _____ Graduate? Yes No Degree earned: _____

If not a graduate how many semester hours did you complete? _____

2) School Name _____ Major/area of study _____

Location _____ Graduate? Yes No Degree earned: _____

If not a graduate how many semester hours did you complete? _____

3) School Name _____ Major/area of study _____

Location _____ Graduate? Yes No Degree earned: _____

If not a graduate how many semester hours did you complete? _____

Skills Overview

Do you have keyboarding skills? Yes No

Approximate typing speed: _____ words per minute.

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

Briefly describe skills and training you have that would be relevant to the position you are applying for:

Indicate other skills or experience you have that would assist you in serving the community of Sublette County while working at the library:

Can you communicate in any other languages besides English? Yes No

If yes, what language (s): _____

Work History (Do not write "See Resume" in lieu of completion)

Current or most recent employer: _____

Address (City, State) _____

Dates worked from _____ to _____ Employer Phone # _____

Ending/current Title _____ Ending/current wage \$ _____ per _____

Work performed: _____

Supervisor's Name and Title _____

May we contact this employer for references ? Yes No

Reason for leaving _____

Employer: _____

Address (City, State) _____

Dates worked from _____ to _____ Employer Phone # _____

Ending/current Title _____ Ending/current wage \$ _____ per _____

Work performed: _____

Supervisor's Name and Title _____

May we contact this employer for references ?? Yes No

Reason for leaving _____

Employer: _____

Address (City, State) _____

Dates worked from _____ to _____ Employer Phone # _____

Ending/current Title _____ Ending/current wage \$ _____ per _____

Work performed: _____

Supervisor's Name and Title _____

May we contact this employer for references? Yes No

Reason for leaving _____

Employer: _____

Address (City, State) _____

Dates worked from _____ to _____ Employer Phone # _____

Ending/current Title _____ Ending/current wage \$ _____ per _____

Work performed: _____

Supervisor's Name and Title _____

May we contact this employer for references? Yes No

Reason for leaving _____

I certify that all information provided in this employment application is true and accurate. I understand that any false information or omission may disqualify me from further consideration for employment or result in dismissal if discovered at a later date. I authorize the investigation of any or all statements contained in this application.

Signature _____ Date _____