



# EMPLOYMENT APPLICATION.

## Part-time Library Assistant

A completed application form and résumé are required for all positions. A résumé will not be accepted without the application. Cover letters are optional. Application packages will be kept on file for six months. Email completed application to [mhumber@sublettecountylibrary.org](mailto:mhumber@sublettecountylibrary.org)

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

Mailing address: Street /PO Box \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_ Cell Phone \_\_\_\_\_ Other Phone \_\_\_\_\_

Do you have keyboarding skills? Yes  No

Can you work the schedule as listed on the job description? Yes  No

List computer software programs and devices with which you are familiar and your proficiency level for each, for example. *iPhone: advanced, Microsoft Word: Intermediate:*

Please describe how you have used public libraries over the course of your life:

Do you have any experience working with children and teenagers?

Please list any public service experience you have, either work or volunteer:

Do you speak any other languages besides English? If so, please list:

Please list contact information, including phone numbers, for three references:

- 1.
- 2.
- 3.

I certify that all information provided in this employment application and resume 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 \_\_\_\_\_

*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.*