BUENA PARK LIBRARY DISTRICT

7150 La Palma Avenue • Buena Park, CA 90620 • PH 714-826-4100 • FAX 714-826-5052

APPLICATION FOR EMPLOYMENT

Answer all questions accurately and completely. Incomplete applications may be disqualified.

Position Applying For:	Date:
Name (Last, First Middle)	
Address (Street address, City, State, & Zip)	

Phone Number:	Email Address:	Date Available to Start:

Are you over 18 Years of Age? ❑ Yes ❑ No

Can you, if hired, submit verification of your legal right to work in the United States? (You will be required to submit this prior to employment) ❑ Yes ❑ No

For jobs where driving is a requirement, you will be required to provide a valid CA driver's license and proof of auto insurance. Will you be able to provide both? ❑ Yes ❑ No

EDUCATION

	Name	Location	Years Completed
High School			

	Name	Location	Years Completed	Type of Degree
College /University				

Other Schools or Training. List Name, Location, Subjects Studied, Certificates Received, and Any Other Pertinent Data. Use a separate sheet if necessary:

Computer Experience. Be specific. Use a separate sheet if necessary:

Do you type? If yes, approximate words per minute:	Are you fluent in a foreign language? If yes, please explain:
❑ Yes WPM _____ ❑ No	❑ Yes ❑ No

AVAILABILITY

List the **specific** hours you are currently available to work on each day of the week. Example: 9:30 a.m. to 1:00 p.m.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

REFERENCES

List three people who are not related to you and have knowledge of your qualifications. Do not repeat supervisor names listed under experience.

Full Name and Title	Employer	Phone Number	Relationship

WORK EXPERIENCE

List all jobs held in the last 10 years beginning with the most recent. Attach an additional sheet if necessary.

Employer		Type of Business	Phone Number	Brief Description of Work
Address		Job Title	Supervisor's Name	
Dates of Employment		May we contact this employer? ❑ Yes ❑ No		
Started	Left	Reason for Leaving		

Employer		Type of Business	Phone Number	Brief Description of Work
Address		Job Title	Supervisor's Name	
Dates of Employment		May we contact this employer? ❑ Yes ❑ No		
Start	Left	Reason for Leaving		

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Address		Job Title	Supervisor's Name	
Dates of Employment		May we contact this employer? ❑ Yes ❑ No		
Start	Left	Reason for Leaving		

Have you ever been fired or forced to resign from a position? If yes, please explain: ❑ Yes ❑ No	
Do you have any physical condition which may limit your ability to perform the job applied for? If yes, please explain what can be done to reasonably accommodate your limitation: ❑ Yes ❑ No	
Are you a CalPERS RETIRED Annuitant? ❑ Yes ❑ No	Are you now or have you ever been a member of CalPERS? ❑ Yes ❑ No

READ THIS STATEMENT BEFORE SIGNING: I hereby certify that the information supplied on this Application is true and correct to the best of my knowledge. I understand that any misrepresentation, falsification or omission of information on this Application may result in my failure to receive an offer of employment, or if I am hired, may result in discharge from employment. Unless otherwise noted, I agree that any statement I have made herein may be verified by the District. Verification will include contact with my former employers. I understand that all offers of employment are conditional based upon the successful completion of a medical examination (which will include a drug screening), background and reference checks.

The Buena Park Library District is an equal opportunity employer and, therefore, abides by the principles of equal opportunity to all individuals regardless of age, gender, ethnic background, personal, religious or political beliefs, physical handicaps or personal life styles.

_____ _____

Signature *Date*