

**WALLA WALLA COUNTY RURAL LIBRARY DISTRICT
APPLICATION FOR EMPLOYMENT
BILINGUAL ENGLISH/SPANISH LIBRARY ASSISTANT**

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

Submit application to: Branch Manager
 Burbank Library
 875 Lake Road
 Burbank, WA 99323

PERSONAL INFORMATION

Last name _____ First name _____ Middle _____

Current street address _____ Apt. _____

City _____ State _____ Zip _____

Home phone _____ Cell phone _____

Email address _____

Do you have a valid driver's license? Yes _____ No _____

Have you worked in a library for three or more years? Yes _____ No _____

Do you have library supervisory/management experience? Yes _____ No _____

Are you available to work evenings and weekends? Yes _____ No _____

What languages do you speak and read fluently?

Driver's license number _____ State _____

Do you have an operating vehicle and valid car insurance? Yes _____ No _____

Have you ever been convicted of a criminal offense? Yes _____ No _____

If yes, please explain. _____

EMPLOYMENT INFORMATION

Position applying for _____

Full-time ____ Part-time ____ Temporary ____ Other _____

Earliest date you can start _____

Are you on lay-off or subject to recall? Yes ____ No ____

Are you currently employed? Yes ____ No ____

May we inquire of your present or most recent employer? Yes ____ No ____

Do you have any activities, commitments or responsibilities that may prevent you from meeting work attendance requirements? Yes ____ No ____

If yes, please explain. _____

EMPLOYMENT HISTORY

List your last employer.

1. Employer _____ Phone _____

Address _____

Job title _____

Supervisor's name/title _____

Starting date _____ Leaving date _____

Starting salary/wage _____ Final salary/wage _____

Describe work performed and skills involved _____

Reason for leaving _____

EMPLOYMENT HISTORY – continued

Previous employers.

Employer _____ Phone _____

Address _____

Job title _____

Supervisor's name/title _____

Starting date _____ Leaving date _____

Starting salary/wage _____ Final salary/wage _____

Describe work performed and skills involved _____

Employer _____ Phone _____

Address _____

Job title _____

Supervisor's name/title _____

Starting date _____ Leaving date _____

Starting salary/wage _____ Final salary/wage _____

Describe work performed and skills involved _____

EDUCATIONAL EXPERIENCE

List schools you have attended, date and highest degree attained.

Please respond to the following using a computer word processing program.

- 1. Describe your computer skills and experience.**
- 2. Describe your experience working with children.**
- 3. List any job related certifications or licenses you may have.**
- 4. Describe any volunteer work or offices held that might complement your paid work experience or relate to the position for which you have applied.**
- 5. List any professional or community activities in which you participate.**
- 6. Is there anything else you would like to tell us about yourself that would help us in our decision to hire you?**

Any applicant who provides false or misleading information may be terminated.

WALLA WALLA COUNTY RURAL LIBRARY DISTRICT IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.