

**Lane Library District
Application for Employment**

Thank you for considering Lane Library District in your job search. Lane Library District is an equal employment opportunity employer and does not discriminate on the basis of sex, age, race, color, religion, national origin, mental or physical disability, marital status or military service or (any state protected classifications). No application will be rejected as a result of a disability that, with reasonable accommodation, does not prevent performance of the essential job duties.

CONFIDENTIAL

Please complete by printing in dark ink, complete all questions, and sign your initials and name on the last page where indicated. (Please fill out personal information but you are not required to re-write items that are included in an accompanying resumé.)

PERSONAL INFORMATION

Last Name	First Name and Middle Initial	Today's Date
Street Address	City and State	Zip Code
Home Phone Number	Work Phone Number	Cell Phone
E-mail Address	Position Applied For	Date You Can Begin

Level and Type of Education	School Name	City and State	Last Year Completed	Did you graduate?
High School			__9 __10 __11 __12	__ Yes __ No
College or University				Degree
Other Schools				Certificate or License

SPECIAL SKILLS

Software Applications:

Other Skills, including Second Language Skills:

EMPLOYMENT RECORD

Please list your most recent jobs first. Include military service as part of your employment record. If you have a resume, please attach it to this form.

Employer	Address
Telephone Number	Supervisor's Name
Job Title	Dates of Employment (month and year)
	From: To:
Reason for Leaving	Essential Job Duties

Employer	Address
Telephone Number	Supervisor's Name
Job Title	Dates of Employment (month and year)
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Please read carefully, initial each paragraph and sign below:

initial I certify that I have answered the above questions truthfully and have not withheld any information relative to my application. I understand that any falsification, misrepresentation, or omission, as well as any misleading statements or omissions of the application information, attachments, and supporting documents generally will result in denial of employment or immediate termination, if discovered after hire.

initial I authorize Lane Library District to thoroughly investigate my references, work record, education and other matters related to my suitability for employment, and further authorize the references I have listed to disclose to the company all letters, reports, and other information related to my work records, without giving me prior notice of such disclosure. In addition, I release Lane Library District, my former employers and all other persons, corporations, partnerships, and associations from all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

initial I authorize Lane Library District to investigate whether I have a criminal record of convictions, and, if so, the nature of such convictions and all the surrounding circumstances of the conviction. Lane Library District has advised me that any criminal background check will focus on convictions, and that a criminal record will not necessarily disqualify me from employment.

initial If hired, I recognize the rules and policies of Lane Library District. I understand that my employment and compensation can be terminated at any time, with or without cause, and with or without notice, at the option of Lane Library District or myself. I understand that the Director of the Library is the only person who will ever have the authority to create any other terms of employment and/or to enter into any employment contract and that all such contracts must be in writing and signed by both parties. However, I also understand that unless otherwise stated in an employment contract, the Library may change, withdraw and interpret other policies (including wages, hours and working conditions) as it deems appropriate.

initial I understand and acknowledge that I may be required to submit to a physical examination, including drug test. Additionally, I hereby authorize the release of the results of such an examination to Lane Library District for their use in evaluating my suitability for employment. Further, I release the examining facility and Lane Library District from any and all liability, and from any damage that may result from the release of such information.

Date

Signature

(Supplement to Employment Application)

**Important Information to Know before Submitting
an Application for Employment with
Lane Library District**

- 1. All areas of the application must be filled out completely and accurately. Please fill in your personal information directly on the application. You may indicate “see resume” for listing multiple employers or education that would be laborious to duplicate.
- 2. If you are offered a position with Lane Library District be aware that we may verify all of the information that you have written on the application, as well as your resume. If there is a discrepancy in your information, the job offer may be withdrawn. It is important to be sure that what you have written is correct.
- 3. If you have any questions about completing the application, it is important to ask the Lane Library District representative who has been assisting you.

Thank you for your cooperation.

Applicant Acknowledgement

My signature below indicates that I have read and understand the importance of supplying accurate information on the application. I am also aware of the possibility of an offer of employment being withdrawn if any of the information is not correct.

Signature of Applicant

Date