

**Chetco Community Public Library District**  
**405 Alder Street**  
**Brookings, OR 97415**  
**(541) 469-7738 -- email: chetcolibrary@gmail.com**  
[www.chetcolibrary.org](http://www.chetcolibrary.org)

**APPLICATION FOR EMPLOYMENT**

As an equal opportunity employer, the library does not discriminate in hiring or in terms and conditions of employment because of an individual's race, creed, color, sex, age, religion, disability or national origin. The library only hires individuals authorized for employment in the United States.

**PLEASE NOTE:** Type or print legibly in ink. Applications must be completed in full. All statements are subject to verification.

**APPLICATION FOR:**

Title of Position: \_\_\_\_\_ Date of Application: \_\_\_\_\_

**PERSONAL INFORMATION:**

Last Name \_\_\_\_\_ First \_\_\_\_\_ M.I. \_\_\_\_\_

Current Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Current Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Alternate Phone \_\_\_\_\_

Email \_\_\_\_\_

Can you provide documents to prove that you are a U.S. citizen or legally authorized to work in the U.S.?

Yes / No

Are you 18 years of age or older? Yes / No

Do you possess a valid driver's license? Yes / No

Do you have dependable year-round transportation? Yes / No

Are you willing to work evenings? Yes / No

Are you willing to work Saturdays? Yes / No

Are you able to perform the essential job functions as they are listed on the job description for this position?

Yes / No      With accommodation \_\_\_\_\_      Without accommodation \_\_\_\_\_

If accommodation is necessary, please explain what accommodation you require for the essential job functions.

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**EDUCATION:**

High school: Name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Number of years attended \_\_\_\_\_ Did you graduate? \_\_\_\_\_

College: Name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Number of years attended \_\_\_\_\_ Major Subject \_\_\_\_\_

Degree, if any \_\_\_\_\_

College: Name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Number of years attended \_\_\_\_\_ Major Subject \_\_\_\_\_

Degree, if any \_\_\_\_\_

Graduate School: Name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Number of years attended \_\_\_\_\_ Major Subject \_\_\_\_\_

Degree, if any \_\_\_\_\_

Business, Trade, Other: Name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Number of years attended \_\_\_\_\_ Major Subject \_\_\_\_\_

Degree, if any \_\_\_\_\_

**EMPLOYMENT: Beginning with your present or last employer, list the last four jobs you have held.**

Name of Employer: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Phone \_\_\_\_\_ Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_

Job Title \_\_\_\_\_ Rate of pay \_\_\_\_\_

Brief description of duties \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name & Title of Supervisor \_\_\_\_\_

Reason for leaving \_\_\_\_\_

\_\_\_\_\_

Name of Employer: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Phone \_\_\_\_\_ Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_

Job Title \_\_\_\_\_ Rate of pay \_\_\_\_\_

Brief description of duties \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name & Title of Supervisor \_\_\_\_\_

Reason for leaving \_\_\_\_\_

\_\_\_\_\_

Name of Employer: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Phone \_\_\_\_\_ Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_

Job Title \_\_\_\_\_ Rate of pay \_\_\_\_\_

Brief description of duties \_\_\_\_\_

\_\_\_\_\_

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Name & Title of Supervisor \_\_\_\_\_

Reason for leaving \_\_\_\_\_

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Name of Employer: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Phone \_\_\_\_\_ Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_

Job Title \_\_\_\_\_ Rate of pay \_\_\_\_\_

Brief description of duties \_\_\_\_\_

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Name & Title of Supervisor \_\_\_\_\_

Reason for leaving \_\_\_\_\_

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**SKILLS:** List computer systems you have used, computer programs in which you are proficient, specialized skills, training, languages or other qualifications or experience you may have that are pertinent to the position:

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**REFERENCES:** List three people (in addition to your prior employers) we may contact for additional information regarding your capabilities and work habits.

Name \_\_\_\_\_

Phone \_\_\_\_\_ Relationship \_\_\_\_\_ Years known \_\_\_\_\_

Name \_\_\_\_\_

Phone \_\_\_\_\_ Relationship \_\_\_\_\_ Years known \_\_\_\_\_

Name \_\_\_\_\_

Phone \_\_\_\_\_ Relationship \_\_\_\_\_ Years known \_\_\_\_\_

**Failure to provide all information may result in rejection of your application. You may include a resume, if desired, however, a resume will not be accepted in lieu of completing this application.**

**AUTHORIZATION**  
**PLEASE READ THIS STATEMENT CAREFULLY**

I authorize investigation of all matters and records which the Chetco Community Public Library District deems relevant to my qualifications for employment, including all statements contained in this application. I release from all liability any persons or employers providing such information and I also release the Chetco Community Public Library District from all liability which might result from the investigation.

I understand that any employment offered by the Chetco Community Public Library District is of an "at will" nature, meaning that I may quit at any time, and the Chetco Community Public Library District may discharge me at any time, with or without cause, and that, if hired, I am required to abide by all rules and regulations of the Chetco Community Public Library District.

I hereby affirm that the information given on this application is complete and accurate to the best of my knowledge. I understand that falsification, misrepresentation, omission of facts or misleading statements in this application, any required documents or during any interviews will be cause for denial of employment or immediate termination.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Send applications to:** Susana Fernandez  
Chetco Community Public Library **or** chetcolibrary@gmail.com  
405 Alder Street  
Brookings, OR 97415