

Kuna Library Staff Only

Employee Initial _____

Date/Time _____



EMPLOYMENT APPLICATION

Please complete the entire application.

Employer: Kuna Library District
Address: 457 N Locust St / PO Box 129
City/State/ZIP: Kuna, Idaho 83634
Telephone: 208-922-1025

To be considered an applicant, you must complete this form. A resume may also be attached. Each question should be fully and accurately answered. No action can be taken on this application until all questions have been answered. Use blank paper if you do not have enough room on this application. PLEASE PRINT, except for your signature. This application is to fill the current open position only.

It is the policy of Kuna Library District to provide equal employment opportunities to all applicants and employees without regard to any legally protected status such as race, color, religion, gender, national origin, age, disability or veteran status.

1. Applicant Information

Applicant Full Name: _____

Home Address: _____ City/State/ZIP: _____

Number of years at this address: _____ Email address: _____

Daytime phone: _____ Mobile phone: _____

2. Job Position Applied For: _____

3. Who referred you to Kuna Library or how did you hear about this job? _____

Do you have any friends or relatives who work here? If yes, please list here:

4. Have you applied to our Library previously? _____ Yes _____ No **If yes, when?** _____

5. Are you at least 16 years old? _____ Yes _____ No

6. Do you have transportation to work? _____ **Do you have a valid driver's license?** _____

7. Are you willing to work any shift, including nights and weekends? _____ Yes _____ No

If no, please state any limitations: _____

8. If you are offered employment, when would you be available to begin work? _____

9. If hired, are you able to submit proof that you are legally eligible for employment in the United States? _____ Yes _____ No

10. Are you able to perform the essential functions of the job position you seek with or without reasonable accommodation? _____ Yes _____ No

What reasonable accommodation, if any, would you request? _____

11. Have you ever been convicted of a felony or misdemeanor?

_____ Yes, I was convicted of _____ on _____ (date) in _____ (city), _____ (state) **OR** _____ No

THE EXISTENCE OF A CRIMINAL RECORD DOES NOT CONSTITUTE AN AUTOMATIC BAR TO EMPLOYMENT UNLESS RELEVANT TO THE TYPE OF EMPLOYMENT.

12. Applicant's Skills

Check those skills that you have. List any other skills that may be useful for the job you are seeking. Enter the number of years of experience, and circle the number which corresponds to your ability for each particular skill. (1 represents poor ability, while 5 represents exceptional ability.)

1=none 5=highly proficient	1	2	3	4	5
Microsoft Office Suite (Word, Excel, etc.)					
Answering telephones					
Filing					
Customer Service					
Computer knowledge					

13. Applicant Employment History

List your current or most recent employment first. Please list all jobs (including self-employment and military service) which you have held, beginning with the most recent, and list and explain any gaps in employment. If additional space is needed, continue on paper and attach to application.

Employer Name: _____

Supervisor Name: _____

Address: _____

City/State/ZIP: _____

Job Duties: _____

Reason for Leaving: _____

Dates of Employment (Month/Year): _____ May we contact your present employer? _____

Previous employer email: _____ Phone number: _____

Employer Name: _____

Supervisor Name: _____

Address: _____

City/State/ZIP: _____

Job Duties: _____

Reason for Leaving: _____

Dates of Employment (Month/Year): _____

Previous employer email: _____ Phone number: _____

Employer Name: _____

Supervisor Name: _____

Address: _____

City/State/ZIP: _____

Job Duties: _____

Reason for Leaving: _____

Dates of Employment (Month/Year): _____

Previous employer email: _____ Phone number: _____

14. Applicant's Education and Training

High School/GED Name and Address

Did you graduate? _____ Yes _____ No

College/University Name and Address:

Did you receive a degree? _____ Yes _____ No If yes, degree(s) received: _____

Other Training (graduate, technical, vocational):

Please indicate any current professional licenses or certifications that you hold:

Awards, Honors, Special Achievements: _____

