



Berthoud

COMMUNITY LIBRARY
D I S T R I C T

Berthoud Community Library District
236 Welch Avenue
Berthoud, CO 80513
970-532-2757

EMPLOYMENT APPLICATION

Please complete the information below and attach a resume and cover letter. Applications should be returned to: Berthoud Community Library District, 236 Welch Avenue, Berthoud, CO 80513.

Name _____

Date _____

Address _____

Daytime phone _____ Evening/cell phone _____

Position for which you are applying: _____

Type of employment you are seeking:

- Full-time Part-time Temporary

How did you hear about this job opening?

- Newspaper Website In Library Other _____

Have you applied for a position with the Berthoud Community Library District before?

- Yes No

Have you ever been employed with the Berthoud Community Library District before?

- Yes No

Are you related to anyone employed by the Berthoud Community Library District?

- Yes No

Have you ever been convicted of any law violation (except a minor traffic offense)?

- Yes No

If yes, please explain _____

Are you currently employed? Yes No

If yes, may we contact your present employer? Yes No

If hired, can you furnish proof you are eligible to work in the U.S.? Yes No

Are you 16 years of age or older? (If hired, you may be required to submit proof of age) Yes No

AVAILABILITY

On what date would you be able to begin work? _____

Please list your schedule of availability if you are hired for this position.

Mondays _____

Tuesdays _____

Wednesdays _____

Thursdays _____

Fridays _____

Saturdays _____

Availability details, if any

SPECIAL SKILLS (attach additional information if necessary)

Please describe any special skills, qualifications, training or experience you have that relate to the position for which you are applying.

What machines, equipment, and software can you use that are related to this position? (Be specific about computer skills.)

Are you bilingual? Yes No Second language _____

Would you consider your bilingual skills: Poor Fair Good Excellent Fluent

EDUCATION

What is the highest grade of school you have completed? _____

High School Graduate/GED

Yes No Currently enrolled

Name of school & location _____

College Graduate

Yes No Currently enrolled Field of Study_____
Degree_____ Year_____
Name of school & location_____

Graduate School

Yes No Currently enrolled Field of Study_____
Degree_____ Year_____
Name of school & location_____

WORK HISTORY

Begin with your most recent job. Include all paid and volunteer employment, as well as military work, which you feel is relevant to the job for which you are applying. If you had different jobs for the same employer, describe each job separately. Describe in detail what you did at each job, starting with your main duties. A resume should not be substituted for work history, but may be attached after submitting this form as additional information. Please complete this section even if it duplicates your resume. Please attach additional documents if necessary.

Your most recent or current employer

Dates of employment From_____ To_____
Job Title_____
Beginning Salary_____ Ending Salary_____
Company Name_____ Supervisor's Name_____
Company
Address_____
Phone Number_____

What were your main duties and responsibilities?

[Empty rectangular box for describing main duties and responsibilities]

What was your reason for leaving?

[Empty rectangular box for describing reason for leaving]

Second most recent employer

Dates of employment From _____ To _____

Job Title _____

Beginning Salary _____ Ending Salary _____

Company Name _____ Supervisor's Name _____

Company _____

Address _____

Phone Number _____

What were your main duties and responsibilities?

What was your reason for leaving?

Third most recent employer

Dates of employment From _____ To _____

Job Title _____

Beginning Salary _____ Ending Salary _____

Company Name _____ Supervisor's Name _____

Company _____

Address _____

Phone Number _____

What were your main duties and responsibilities?

What was your reason for leaving?

REFERENCES

Please list three people who are present or former business, academic, or community associates who have knowledge of your work expertise and ability to do this job.

Reference 1

Name _____

Relation _____

Address _____

Phone _____

Email _____

Reference 2

Name _____

Relation _____

Address _____

Phone _____

Email _____

Reference 3

Name _____

Relation _____

Address _____

Phone _____

Email _____

APPLICANT STATEMENT

I certify that all information I have provided in this application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date.

I understand that the Berthoud Community Library District does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state, or federal law.

I understand that this application or subsequent employment does not create a contract of employment nor guarantee employment for any definite period of time. If employed, I understand that I have been hired at the will of the Berthoud Community Library District and my employment may be terminated at any time, without cause and without notice.

I understand I may be required to successfully pass a background check. I hereby consent to a pre-and/or post-employment background check as a condition of employment, if required.

Signature _____ Date _____