

BENBROOK PUBLIC LIBRARY
1065 Mercedes Street
Benbrook, Texas 76126

TELEPHONE: (817) 249-6632

AN EQUAL OPPORTUNITY EMPLOYER

APPLICATION FOR EMPLOYMENT

PLEASE READ FIRST: Thank you for your interest in employment with the Benbrook Public Library. The application you submit will be reviewed and evaluated based upon the information you have supplied. Failure on your part to furnish all or part of the information requested may result in denial of your application. Employment is subject to an applicant satisfying the Library's requirement as to morals, character, references and physical examination. The Benbrook Public Library does not discriminate on the basis of race, color, national origin, sex, religion, age, or disable status in employment or the provision of services.

PLEASE FOLLOW THESE INSTRUCTIONS TO COMPLETE THIS APPLICATION:

1. An employment application will be accepted **ONLY** when a specific employment opportunity notice is posted on the job vacancy board or advertised in various publication(s).
2. Comments such as "See Résumé" are **NOT ACCEPTABLE**. The application form is the primary tool used in the application process. Other job related information such as resumes, letters of recommendation, and copies of certificates and diplomas may be attached to your application, but will not substitute for any information requested on your application.
3. Complete the application in neat, legible handwriting or type, using blue or black ink.
4. The application must be completed with social security number, current mailing address, telephone number(s), dates of employment, address of employer, job titles, supervisors name, reasons for leaving, schools you attended and references. The application must indicate the position applied for and be signed and dated by the applicant.
5. Your application will be reviewed after the closing date of the position. If you are selected for pre-placement testing or personal interview, you will be contacted by telephone. If however, we are unable to consider your application, you will receive a notice by mail.
6. If you wish to be considered for future positions, a new application must be completed.

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Instructions: It is important that you answer all questions on this application fully and accurately. If an item does not apply to you, or if there is no information to be given, please write in the letters "N.A." for Not Applicable. Please print in ink or type.

The Benbrook Public Library considers all applicants for employment without regard to race, color, religion, ethnic affiliation, sex, national origin, age, physical handicap, or veteran status, or any other protected status or classification in accordance with state and federal laws. The Benbrook Public Library also provides "reasonable accommodations" to qualified individuals with known disabilities, in accordance with the Americans with Disabilities Act.

Position Applying for: _____ Date: _____

PERSONAL INFORMATION:

Name: _____ Social Security # _____
Last First Middle

Address: _____ Telephone # _____
Number & Street City State Zip Home

Are you over - Yes If not, state your _____ Telephone # _____
the age of 18? - No date of birth: 8: a.m. – 5 p.m.

Type of work you will accept: - Full-time - Part-time - Temporary - Shift Work 1 Night Work 1 Weekends

Date available to start work: _____ Are you willing to work overtime as necessary 1 Yes 1 No

Have you ever been employed by the Benbrook Public Library? 1 Yes 1 No. If yes, position held? _____

Department _____ Period of Employment _____

Do you have relatives working for the Benbrook Public Library or serving on the City Council? 1 Yes 1 No. If yes, whom?

Relationship _____

CITIZENSHIP:

Are you a U. S. Citizen? 1 Yes 1 No. If no, do you have the legal right to work in the United States? 1 Yes 1 No

It will be necessary to submit documents as required by law to verify your identification and employment authorization upon employment.

MILITARY: Have you ever served in the U.S. Armed Forces? 1 Yes 1 No

If yes, give dates of service and type of discharge: List duties in the service including special training that is relevant to the position for which you are applying:

EDUCATION AND TRAINING:

Your educational record will be considered only to the extent that it is relevant to the position sought. High School Diploma or GED (Graduate Equivalency Diploma) and college transcript(s) are required for verification of education prior to employment.

High School Graduate? Yes No GED? Yes No If GED, from what agency?

Circle the highest grade completed: Grade School High School College Graduate School
 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 1 2 3 4

Name and Address of School(s) Attended:	Dates Attended	Number of Sem. Hrs.	Did you Graduate?	Type of Diploma or	Major
High School	N.A.	N.A.			
College					
Graduate School					
Business, Trade or Other					

Computer Skills:

Machines or Equipment Operated:

Special licenses or Registrations:

Please list any additional training, technical skills or professional knowledge that would support your application:

DRIVING AND CONVICTION RECORD:

Your driving record will only be considered to the extent you will be driving city vehicles or doing city business in your personal vehicle:

 State
Driver's License Number Expiration Date

Check Type of License Held:

- A-CDL
- B-CDL
- CLASS C

Have you been issued a citation for any moving traffic violation(s) within the past three years for which you were convicted, served probation, took deferred adjudication or attended driving school? Yes No. If yes, please complete the following and attach additional sheets if necessary:

<u> </u>	<u> </u>	<u> </u>
Charge	Date	Location
<u> </u>	<u> </u>	<u> </u>
Charge	Date	Location

Have you ever been convicted of a crime other than a Class C traffic offense? Yes No

If yes, please complete the following and attach additional sheets if necessary: (Note: Conviction will not automatically exclude you from employment.)

_____	_____	_____
Charge	Date	Location
_____	_____	_____
Charge	Date	Location

EMPLOYMENT HISTORY: List your employment experience, beginning with your current or last position and work back. Include military experience and account for periods during which you were unemployed. This page may be copied if additional space is needed to account for all employment in the last ten (10) years.

Presently employed? Yes No. If yes, may we contact your present employer? Yes No EMPLOYER: ---Dates

of Employment: From _____ / ----- to ---- / -----

Address: _____ Telephone No. _____
Number & Street City State Zip

Title _____ Starting Salary _____ Ending Salary _____

Supervisor's Name _____ Supervisor's Title _____

Describe Your Duties _____

Reason for Leaving or Wanting to Leave _____

EMPLOYER: _____ Dates of Employment: From _____ to _____

Address: _____ Telephone No. _____
Number & Street City State Zip

_____ Starting Salary _____ Ending Salary _____

Supervisor's Name _____ Supervisor's Title _____

Describe Your Duties _____

Reason for Leaving or Wanting to Leave _____

EMPLOYER: _____ Dates of Employment: From _____ to _____

Address: _____ Telephone No. _____
Number & Street City State Zip

Title _____ Starting Salary _____ Ending Salary _____

Supervisor's Name _____ Supervisor's Title _____

Describe Your Duties _____

Reason for Leaving or Wanting to Leave _____

Please explain any lapses in employment history: _____

Have you been fired or asked to resign from any job within the past ten (10) years? Yes No If yes, explain:

REFERENCES: List three (3) references, excluding relatives, former or present employers, and fellow employees

Name and Occupation	Address	Dates Known	Telephone #
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1. _____

2. _____

3. _____

ADDITIONAL INFORMATION: In the space below, you may provide any additional information that you feel may be helpful to the Library in arriving at a decision concerning your qualifications for employment.

**PLEASE READ CAREFULLY BEFORE SIGNING
PRE-EMPLOYMENT STATEMENT**

I certify that the statements made by me in this application are true, complete, and correct to the best of my knowledge and are made by me in good faith. I understand that any falsification, misrepresentation or omission of facts in this application may be cause for my elimination from consideration for hire or, if already hired, cause for my dismissal, regardless of the time that elapses before such false information is discovered.

I understand that all applicants chosen for employment may be referred to undergo a medical examination, including a drug screen, and other job related testing, given at the Library's expense.

I understand and agree that employees are "at-will" and employment with the Benbrook Public Library is for no definite period of time and that wages, benefits, and conditions of employment can be changed at any time.

I understand that consideration of my employment in this position is contingent upon the results of a reference and background check.

APPLICANT'S SIGNATURE

Date
