

Employment Application

Please complete this application by typing or printing in ink. Incomplete or unsigned applications will not be considered. This application is not intended to and does not create a contract or offer of employment. A completed application will be kept on file for 3 months.



North Lake County Public Library

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Polson, MT 59860
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www.northlakecountylibrary.org

Job Title _____

How did you hear about this job? _____

Personal Information

Name: _____ Today's Date: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Valid Driver's License? _____ Reliable Transportation? _____ Date available: _____

Are you a Veteran of Military Service? (yes or no) _____ Legally eligible for employment in the U.S.? _____

Education

High School Diploma or GED? (yes or no) _____ High School: _____

Highest Post-Secondary Degree? AA BA MA Ph. D.

College or University Attended: _____

Years Completed: _____

Major: _____ Minor: _____

Work Experience *List most recent work here. Include other experience on your resume.*

Company Name: _____ Immediate Supervisor: _____

Address: _____ City _____ State _____ Zip _____

Job Title: _____ Phone: _____

Generally, what do you do there?

Dates: From _____ to _____ Reason for Leaving: _____

Additional Information

Volunteer work:

Licenses and Certificates

Memberships, Special Skills, Hobbies, etc.

References *(do not include immediate family – spouse, child, parent, grandparent, sibling)*

Please provide names, phone numbers and/or email addresses for at least three personal or professional references on your resume.

The position you are applying for may require skills assessments which will be assigned after the review process. The position may also require a background check if you are selected as the successful candidate. All positions have a 12 month probationary period.

The information you provide on your application packet is subject to verification. Falsifications or misrepresentations may disqualify you from consideration for employment or, if hired, may be grounds for termination at a later date. Do you want to be informed before we contact your present employer?

____ yes ____ no

Signature: _____ **Date:** _____

With my signature above (typed or written), I certify that all information on this and all attached pages is true, correct, and complete to the best of my knowledge and contains no willful falsification or misrepresentations. I authorize all former employers to release job-related information they may have about me and I release all persons/companies from any liability of responsibility for providing such information.

We are an Equal Opportunity Employer. We do not discriminate in hiring based on state and federally-protected classifications.

Include this application with a copy of your full resume and a written or video cover letter. Full application packets in print may be delivered in person or by mail, or send the packet digitally by email to director@northlakecountylibrary.org.