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NORTHWEST REGIONAL LIBRARY  
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# Application for Employment

**Mail application to:** 210 LaBree Avenue North  
P.O. Box 593  
Thief River Falls, MN 56701-0593

Telephone: 218-681-1066  
Fax: 218-681-1095

*[www.nwrlib.org](http://www.nwrlib.org)*

3-20-2013

# Application for Employment

Northwest Regional Library is an equal opportunity employer and will not discriminate against any applicant or employee on any grounds protected under federal, state, or local law, including race, color, disability, sex, marital status, age, creed, religion, sexual orientation, status with regard to public assistance, national origin, or membership or activity in a local commission.

Date of application: \_\_\_\_\_ Position applying for \_\_\_\_\_ Branch location \_\_\_\_\_  
Referral source: Newspaper \_\_\_\_\_ Friend/Family \_\_\_\_\_ Walk-in \_\_\_\_\_ NWRL Website \_\_\_\_\_

Name \_\_\_\_\_  
First MI Last

Address: \_\_\_\_\_  
Number and Street City State Zip code

Telephone numbers: Day \_\_\_\_\_ Evening \_\_\_\_\_

Email \_\_\_\_\_

Are you able to perform the essential functions of the job for which you applied with or without reasonable accommodations? \_\_\_\_\_ Yes \_\_\_\_\_ No

Do you require accommodation to complete this application or to attend an interview? \_\_\_\_\_ Yes \_\_\_\_\_ No

Are you legally able to work in the United States? \_\_\_\_\_ Yes \_\_\_\_\_ No

Do you have any relatives currently working for Northwest Regional Library? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, give name, location and position: \_\_\_\_\_

Are you available to work: \_\_\_\_\_ Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Substitute \_\_\_\_\_ Temporary

Are you available to work: \_\_\_\_\_ Evenings \_\_\_\_\_ Days \_\_\_\_\_ Weekends

On what date would you be available to begin work? \_\_\_\_\_

Have you ever been convicted of a crime? \_\_\_\_\_ Yes \_\_\_\_\_ No  
(Conviction will not necessarily disqualify applicant from employment)

If yes, please list specific crime, description of circumstances, date of conviction and state, city and county in which conviction occurred.

Have you ever been discharged or forced to resign or "counseled out" of prior employment? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, describe the circumstances. \_\_\_\_\_

## COMPLETE THIS SECTION ONLY IF YOU SERVED IN THE U.S. ARMED FORCES

Note: If you wish to claim Veteran's Preference, please attach a copy of your DD214.

Branch of service: \_\_\_\_\_ Length of active duty: \_\_\_\_\_ Rank at discharge \_\_\_\_\_

Type of discharge: \_\_\_\_\_

Describe duties and any special training: \_\_\_\_\_

## Education

	Please print name, city and state for each school listed.	Did you graduate? (circle one)	Degree obtained/years completed
High School			
College			
Other			

## Special Skills and Qualifications

What skills, abilities or work habits do you possess which make you exceptionally well suited for this position?

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List applicable professional or technical licenses or certifications relative to the position for which you are applying.

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Please list your office and computer equipment skills.

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## Employment Experience

Start with your present or most recent job. Include military service assignments.

1.

Past Employer	Job title	Employment dates From:                      To:
Address	Supervisor	
	Responsibilities	
Telephone number(s) (     )     - (     )     -	Reason for leaving	

2.

Past Employer	Job title	Employment dates From:                      To:
Address	Supervisor	
	Responsibilities	
Telephone number(s) (     )     - (     )     -	Reason for leaving	

3.

Past Employer	Job title	Employment dates From:                      To:
Address	Supervisor	
	Responsibilities	
Telephone number(s) (     )     - (     )     -	Reason for leaving	

4.

Past Employer	Job title	Employment dates From:                      To:
Address	Supervisor	
	Responsibilities	
Telephone number(s) (     )     - (     )     -	Reason for leaving	

## Important Facts Concerning Information Provided on Your Application

Minnesota law affects you as an applicant for employment with Northwest Regional Library. The following data is public information and is accessible to anyone: veteran's status, education and training, job history, legal conviction, and work availability. All other personally identifiable information is considered private, including but not limited to your name, home address, and phone number. As an applicant, your name is considered private unless you are selected to be interviewed by the appointing authority prior to selection.

## Acknowledgment

By my signature, I promise that the information provided in this employment application (and accompanying resume or documentation, if any) is true and complete. I understand that any false or misleading information or significant omissions will disqualify me from further consideration for employment, and may lead to my dismissal from employment if discovered at a later date. I agree to immediately notify my employer if I should be convicted of a felony or any crime while my job application is pending, or during my period of employment, if hired. I also understand that I have the right to receive a copy of this acknowledgment should I request a copy. Applications are not considered complete without a signature.

Date: \_\_\_\_\_ Signature \_\_\_\_\_  
(Do Not Print)

## References (preferably former supervisors or employers)

Name	Position	Address	Phone Number