

JOB APPLICATION

Albany County Public Library
310 S 8th Street, Laramie, WY 82070
307-721-2580

Apply for a position in the Albany County Public Library.

See the complete job description for more details.

Please **complete an application**, including a **resume with cover letter** and three references with contact information and email with other documents required to Nathan Bender (nbender@albanycountylibrary.org) Please direct questions to Nathan Bender at 307-721-5565.

Albany County Public Library is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Should an applicant need reasonable accommodation in the application process, he or she should contact a library representative.

Please fill out all of the sections below:

Applicant Information

Applicant Name: _____

Address: _____

City, State and Zip code: _____

Telephone Number: _____

Email Address: _____

Employment Position

Position(s) applying for: _____

How did you hear about this position? _____

What days are you available for work? _____

On what date can you start working if you are hired? _____

Personal Information

Are you 18 years of age or older? Yes No

Are you a U.S. citizen or approved to work in the United States? Yes No

What document can you provide as proof of citizenship or legal status?

Job Skills/Qualification

Please list below the skills and qualifications you possess for the position for which you are applying (please include relevant computer software experience):

(Note: Albany County Public Library complies with the ADA and considers reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions.)

Education and Training

High School

Name	Location (City, State)	Year Graduated	Degree Earned
_____	_____	_____	_____

College/University

Name	Location (City, State)	Year Graduated	Degree Earned
_____	_____	_____	_____

Vocational School/Specialized Training

Name	Location (City, State)	Year Graduated	Degree Earned
_____	_____	_____	_____

Previous Employment

Employer Name: _____
Job title: _____
Supervisor Name: _____
Employer Address: _____
City, State and Zip Code: _____
Employer Telephone: _____
Dates Employed: _____
Reason for leaving: _____

Employer Name: _____
Job title: _____
Supervisor Name: _____
Employer Address: _____
City, State and Zip Code: _____
Employer Telephone: _____
Dates Employed: _____
Reason for leaving: _____

Employer Name: _____
Job title: _____
Supervisor Name: _____
Employer Address: _____
City, State and Zip Code: _____
Employer Telephone: _____
Dates Employed: _____
Reason for leaving: _____

References

Please provide 3 professional references below:

Reference

Contact Information

I give permission for these references to be asked about their knowledge of my job-related skills and past work experience:

Have you ever been convicted of a felony? _____ If yes, please provide the nature of the offense, when and where the conviction occurred, the sentence received and in what court the conviction was filed.

Do you have a valid driver’s license and good driving record? _____ **Documentation will be required. No major violations in the past five years, including DUI, reckless driving, leaving the scene of an accident, and homicide with a vehicle.**

“I affirm that the answers provided in this application are accurate and complete. I understand that providing false or incomplete information may result in my application not being considered or in disciplinary action, including my termination, if the false or incomplete information is discovered after my employment.”

Applicant Signature: _____ **Dated:** _____