# COMMUNITY LIBRARY SEDONA

3250 White Bear Road

Sedona, AZ 86336

928-282-7714

### **Employment Application**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Applicant Information | | | | | | | | | | | | | | | | | | | | | | | |
| Last Name | | |  | | | | | | | First | |  | | | | | | | | M.I. | | Date | |
| Street Address | | | |  | | | | | | | | | | | | | | | | Apartment/Unit # | | | |
| City |  | | | | | | | | | State | |  | | | | | | | | ZIP |  | | |
| Phone |  | | | | | | | | | E-mail Address | | | |  | | | | | | | | | |
| Position Applied for | | | | | | | | | | |  | | | | | | | | Date Available | | | |  |
| Have you ever worked for this company? | | | | | | | | YES | NO | | | If so, when? | | | |  | | | | | | | |
| Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation?  \_\_\_ Yes \_\_\_No | | | | | | | | | | | | | | | | | | | | | | | |
| Education | | | | | | | | | | | | | | | | | | | | | | | |
| High School | | |  | | | | | | Address | | |  | | | | | | | | | | | |
| From | |  | | | To |  | Did you graduate? | | YES | | | NO | | | Degree | | |  | | | | | |
| College | |  | | | | | | | Address | | |  | | | | | | | | | | | |
| From | |  | | | To |  | Did you graduate? | | YES | | | NO | | | Degree | | |  | | | | | |
| Other | |  | | | | | | | Address | | |  | | | | | | | | | | | |
| From | |  | | | To |  | Did you graduate? | | YES | | | NO | | | Degree | | |  | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | |
| References | | | | | | | | | | | | | | | | | | | | | | | |
| Please list three professional references. | | | | | | | | | | | | | | | | | | | | | | | |
| Full Name | | |  | | | | | | | | | | Relationship | | | | |  | | | | | |
| Company | | |  | | | | | | | | | | Phone | | | | ( ) | | | | | | |
| Address | | |  | | | | | | | | | | | | | | | | | | | | |
| Full Name | | |  | | | | | | | | | | Relationship | | | | |  | | | | | |
| Company | | |  | | | | | | | | | | Phone | | | | ( ) | | | | | | |
| Address | | |  | | | | | | | | | | | | | | | | | | | | |
| Full Name | | |  | | | | | | | | | | Relationship | | | | |  | | | | | |
| Company | | |  | | | | | | | | | | Phone | | | | ( ) | | | | | | |
| Address | | |  | | | | | | | | | | | | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Previous Employment | | | | | | | | | | | | | | | | |
| Company | | |  | | | | | | | Phone | ( ) | | | | | |
| Address | |  | | | | | | | | Supervisor | |  | | | | |
| Job Title | |  | | | | | | Starting Salary | | $ | | | Ending Salary | | | $ |
| Responsibilities | | | | |  | | | | | | | | | | | |
| From |  | | | | To |  | Reason for Leaving | |  | | | | | | | |
| May we contact your previous supervisor for a reference? | | | | | | | | | YES | NO |  | | | | | |
| Company | | |  | | | | | | | Phone | ( ) | | | | | |
| Address | |  | | | | | | | | Supervisor | |  | | | | |
| Job Title | |  | | | | | | Starting Salary | | $ | | | Ending Salary | | | $ |
| Responsibilities | | | | |  | | | | | | | | | | | |
| From |  | | | | To |  | Reason for Leaving | |  | | | | | | | |
| May we contact your previous supervisor for a reference? | | | | | | | | | YES | NO |  | | | | | |
| Company | |  | | | | | | | | Phone | ( ) | | | | | |
| Address | |  | | | | | | | | Supervisor | |  | | | | |
| Job Title | |  | | | | | | Starting Salary | | $ | | | Ending Salary | | | $ |
| Responsibilities | | | | |  | | | | | | | | | | | |
| From |  | | | | To |  | Reason for Leaving | |  | | | | | | | |
| May we contact your previous supervisor for a reference? | | | | | | | | | YES | NO |  | | | | | |
|  | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| Disclaimer and Signature | | | | | | | | | | | | | | | | |
| Community Library Sedona is an equal opportunity employer. Community Library Sedona does not discriminate in employment on account of race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, marital status, physical or mental disability, military status, or unfavorable discharge from military service. I certify that my answers are true and complete to the best of my knowledge.  If this application leads to employment, I understand that false or misleading information in my application or interview  may result in my release. | | | | | | | | | | | | | | | | |
| Signature | | | |  | | | | | | | | | | Date |  | |

THIS APPLICATION IS VALID ONLY FOR 60 DAYS FROM THE DATE SIGNED/DATED ABOVE.