

Oregon Trail Library District Employment Application



Basic information

Applicant name: _____

Full mailing address: _____

Email: _____ Phone: _____

Position(s) being applied for: _____

How did you hear about this opportunity? _____

Education

If necessary, attach additional sheets using the same format.

School/program name	City, State	Graduated?	Degree/area of study

Employment/volunteer history

Please begin with your most recent or current position.

Position #1

From (mo/yr): _____ To (mo/yr): _____ Title: _____

Company name: _____ Company city, state: _____

Supervisor name: _____ Supervisor title: _____

Supervisor email: _____ Supervisor phone: _____

Duties and responsibilities: _____

Reason for leaving: _____

Position #2

From (mo/yr): _____ To (mo/yr): _____ Title: _____

Company name: _____ Company city, state: _____

Supervisor name: _____ Supervisor title: _____

Supervisor email: _____ Supervisor phone: _____

Duties and responsibilities: _____

Reason for leaving: _____

Position #3

From (mo/yr): _____ To (mo/yr): _____ Title: _____

Company name: _____ Company city, state: _____

Supervisor name: _____ Supervisor title: _____

Supervisor email: _____ Supervisor phone: _____

Duties and responsibilities: _____

Reason for leaving: _____

Position #4

From (mo/yr): _____ To (mo/yr): _____ Title: _____

Company name: _____ Company city, state: _____

Supervisor name: _____ Supervisor title: _____

Supervisor email: _____ Supervisor phone: _____

Duties and responsibilities: _____

Reason for leaving: _____

Please detail any other relevant positions on your résumé.

Other qualifications

Membership in professional/community organizations

Relevant computers programs and equipment in which you're proficient

Languages spoken and fluency level: _____

Applicant certification

Can you perform all of the functions listed in the job description with or without reasonable accommodation? Yes No

Names of relatives or business partners employed by the District, including your relationship.

I certify that all information in my application materials submitted to Oregon Trail Library District(OTLD) is true, correct, and complete. I understand that falsifying or omitting facts or important information in any of my application materials is grounds for immediate dismissal.

I consent for OTLD to contact any of my references, employers (please note if you do not want us to contact), and educational institutions regarding my qualifications, work record, work habits, and performance. I release said parties from all liability for damages which might results from discussing these matters.

I permit OTLD to conduct a background check on me, with notification to me before it occurs. The check will cover criminal history and, if relevant, driving history in Oregon State and federal law enforcement agencies.

I certify that I am legally eligible to be employed in the United States and will be required to complete a federal I-9 Employment Eligibility Verification within three days of the date employment begins.

If employed, I shall willingly comply with all policies of OTLD. I also understand that job placement does not guarantee permanent employment.

Applicant signature: _____

Date: _____

Digital signatures are permissible.

Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability or protected veteran status. Please review the Equal Employment Opportunity statement (<http://I.usa.gov/ITF9Ob5>) and supplement (<http://I.usa.gov/IrWaDWB>). (<http://I.usa.gov/IrWaDWB>)transparency(<http://bit.ly/1T8T3uM>).