

Bulverde/Spring Branch Library

131 Bulverde Crossing
 Bulverde, TX 78163
 Voice 830.438.4864 Fax 830.980.3362
 Email: bul207@gvvc.com

APPLICATION FOR EMPLOYMENT

Please print or type.

Last Name	First	Middle	Date of Application
Street Address			Home Telephone
City, State, Zip Code			Other Telephone: Email:
Position Applying For	Date Available	Salary Desired	Social Security Number
Type of Employment Desired <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary		Are you legally eligible for employment in this country? <input type="checkbox"/> Yes <input type="checkbox"/> No	

EDUCATION

Level	Name and Location of School	Diploma or Degree (Credits Earned if No Degree)	Attendance Dates		Major
			From Mo/Yr	To Mo/Yr	
High School					
Business, Trade or Technical					
College					
Graduate School					
Other					

SKILLS AND QUALIFICATIONS

Summarize specific skills and qualifications acquired from employment or other experiences that are related to the position for which you are applying (e.g., computer skills, software applications, and foreign languages):

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EMPLOYMENT HISTORY

Please provide employment history for the past 10 years. List all employers, assignments, or volunteer activities that are relevant to the job for which you are applying, starting with the most recent, including military employment. Explain any gaps in employment in the "Comments" section below.

(1) Present/Most Recent Employer		Telephone	
Address	Dates Employed		Summarize the nature of the work performed and job responsibilities.
	From Mo/Yr	To Mo/Yr	
Job Title			
Immediate Supervisor and Title	Hourly Rate/Salary		
	Starting		
Type of Employment <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary <input type="checkbox"/> Other	\$	per	
Reason for leaving or why you are considering leaving?	Hourly Rate/Salary		
	Final		
If currently employed, may we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	\$	per	

(2) Next Previous Employer		Telephone	
Address	Dates Employed		Summarize the nature of the work performed and job responsibilities.
	From Mo/Yr	To Mo/Yr	
Job Title			
Immediate Supervisor and Title	Hourly Rate/Salary		
	Starting		
Type of Employment <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary <input type="checkbox"/> Other	\$	per	
Reason for leaving?	Hourly Rate		
	Final		

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EMPLOYMENT HISTORY CONT.			
(3) Next Previous Employer	Telephone	Dates Employed	Summarize the nature of the work performed and job responsibilities.
		From To Mo/Yr Mo/Yr	
Address			
Job Title		Hourly Rate/Salary	
		Starting	
Immediate Supervisor and Title		\$ per	
Type of Employment <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time		Hourly Rate	
<input type="checkbox"/> Temporary <input type="checkbox"/> Other		Final	
Reason for leaving?		\$ per	
(4) Next Previous Employer	Telephone	Dates Employed	Summarize the nature of the work performed and job responsibilities.
		From To Mo/Yr Mo/Yr	
Address			
Job Title		Hourly Rate/Salary	
		Starting	
Immediate Supervisor and Title		\$ per	
Type of Employment <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time		Hourly Rate	
<input type="checkbox"/> Temporary <input type="checkbox"/> Other		Final	
Reason for leaving?		\$ per	
COMMENTS (including explanation of any gaps in employment):			
REFERENCES			
List three references, either personal or professional, who are NOT related to you.			
Name/Title	Telephone	Years Known	In what capacity do you know this person?

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OTHER INFORMATION			
Have you ever been convicted of, or are you now under charges for, any misdemeanor or felony offense? Omit (1) traffic fines, (A yes response will not necessarily disqualify you from employment.) <input type="checkbox"/> Yes <input type="checkbox"/> No If checked yes, please explain below.			
Are any relatives or friends currently employed at Bulverde/Spring Branch Library? <input type="checkbox"/> Yes <input type="checkbox"/> No Name of employee(s) _____			
What prompted your application to BSBL? (Please indicate name of ad/friend)	Newspaper Ad _____ Employee _____	Friend _____ Other _____	

PLEASE REVIEW APPLICATION CAREFULLY. WE WILL NOT CONSIDER THIS APPLICATION IF NOT COMPLETED IN FULL.

PLEASE READ THE FOLLOWING AND SIGN THE APPLICATION IN THE SPACES PROVIDED BELOW.

If employed by Bulverde Area Rural Library District, I agree to comply with all safety and health rules, policies and procedures, and local, state, and federal laws pertaining to my employment. Although management makes every effort to accommodate individual preferences, organizational needs may make the following conditions mandatory: rotating work schedule or a work schedule other than Monday through Friday. I understand and accept these as conditions of my employment should I be hired.

I have reviewed this application carefully and I hereby affirm that my statements and answers to all questions on this application are true and correct and that I have not knowingly withheld any fact or circumstance that, if disclosed, would affect my application unfavorably. I understand that any misstatement or omission of fact on this application may result in my application not being considered, and, if employed, may result in my immediate dismissal.

I HAVE READ AND AGREE TO THE ABOVE TERMS AND CONDITIONS:

Signature of Applicant _____

Date _____