



Please complete a signed copy of this application, a cover letter, and resume, to librarian@lhpl.org. You can direct any questions or communications to the same email address.

Complete this application carefully. If the information you submit is incorrect, it may disqualify you as a candidate for employment and it may be considered a basis for termination if discovered at a later date. Reasonable accommodation is available to permit applicants to participate in the job application process, please inform us of any needed accommodation.

Date Application Submitted _____

Name _____

Address _____

Phone _____ **Email** _____

Position Applying For _____	Full-Time	Part-Time
	Summer - Seasonal Part-Time	

Have you ever applied to Liberty Hill Public Library District (LHPLD) before? Yes No

Have you ever been employed by the LHPLD? Yes No

If you answered yes, please list the dates of prior employment _____

Are you currently employed? Yes No

If yes, may we contact your present employer? Yes No

Do you have customer service experience? Yes No

Have you ever worked in any type of library before? Yes No
Prior library experience is not necessary for this position.

Are you eligible to work in the United States? Yes No
Proof of eligibility will be required upon employment.

Are you at least 18 years of age? Yes No

Have you graduated from high school or obtained a GED? Yes No

Do you have relatives employed by or serving on the board of LHPLD? Yes No

Are you fluent in any languages other than English? Yes No

If you answered yes, please list which language(s) _____

Do you have any limitations on lifting or bending? Yes No

If the answer is yes, please explain those limitations: _____

Have you ever been convicted of, or have you pleaded guilty or no contest to, a felony offense? Yes No

If yes, please explain _____

What date would you be available to start training/work? _____

This position requires working a variety of day, weekend, and evening hours, based on the needs of the library for that day. Will you be able to work a flexible schedule? Yes No

Availability

Please list the hours that you are available to work. Library shifts are scheduled between 9:00am-7:00pm Monday-Thursday, between 9:00am-5:00pm Friday, 8:00am-4:00pm Saturday, and 12:00pm-1:00pm on Sunday. Please note that special events and programs may change library hours and work schedules.

Monday _____ Friday _____

Tuesday _____ Saturday _____

Wednesday _____ Sunday _____

Thursday _____

Post-Secondary Education & Certified Training

Please list any post-secondary degrees, education, or certifications.

Area of Study or Certification	Institution	Degree, Level Completed, or Certification

Employment Record

Please document employment and/or military service for the past ten years, starting with the most recent. You may attach additional sheets if more room is needed. You may include volunteer experience that is relevant to the position.

Employer

Dates of Employment

Job Title

Name of supervisor

Check One: Full-Time Part-Time Is it okay to contact this employer? Yes No

Why did you leave this position?

Employer

Dates of Employment

Job Title

Name of supervisor

Check One: Full-Time Part-Time Is it okay to contact this employer? Yes No

Why did you leave this position?

Employer

Dates of Employment

Job Title

Name of supervisor

Check One: Full-Time Part-Time Is it okay to contact this employer? Yes No

Why did you leave this position?

Professional References

Please list three references including contact information. By listing these references you give LHPLD permission to contact them. References should be professional and able to speak to your work history and performance. References should not be relatives or partners.

Name of Reference

Occupation

Company

Relationship to Applicant

Email Address

Work Phone Number

Name of Reference

Occupation

Company

Relationship to Applicant

Email Address

Work Phone Number

Name of Reference

Occupation

Company

Relationship to Applicant

Email Address

Work Phone Number

OPTIONAL: Additional Comments

Additional comments are optional, but if you would like, you may take this opportunity to provide additional comments or information that you would like to share. You may list any strengths and skills that you feel will be particularly relevant to this position. Please note that if this information is listed on your resume, you may refer us to that document. You may also attach an additional sheet.

Liberty Hill Public Library District is an Equal Opportunity Employer and its policies prohibit discrimination against any applicant on the basis of gender, age, religion, race, marital status, sexual orientation, body size, veteran’s status, national origin, or disability in regard to employment.

Do you grant permission to the Liberty Hill Public Library District to run a criminal history check? Please initial and date below. **Yes** **No**

Your Initials _____ Date _____

By signing this application, I am certifying that all foregoing statements as well as those on any portion of this employment application packet are to the best of my knowledge true, complete, and correct and they are all given of my own free will. I am authorizing Liberty Hill Public Library District to investigate my personal and educational background in order to assess my qualifications and suitability for this position. I am authorizing and releasing all persons and organizations from liability relating to the release or disclosure of information that they may request. Furthermore, I agree that any falsification, misrepresentation, omission of information, or misstatement(s) as to material facts may result in disqualification from appointment, constitute grounds for unfavorable consideration or dismissal from employment.

Unsigned or incomplete applications will not be accepted. Please email the completed application, your resume, and cover letter to librarian@lhpl.org or you may mail all paperwork to the address listed on this application.

Signature_____ Date_____