



A Place for All to Learn,
Grow and Explore!

PO Box 99, Concrete, WA 98237-0099 • 360.853.7939 • www.upperskagit.lib.wa.us

EMPLOYMENT APPLICATION

The library is an Equal Opportunity employer. All qualified applicants will receive consideration.
All applicants must submit a completed Upper Skagit Library Employment Application, cover letter, and resume. Applications may be submitted in person to the Upper Skagit Library, 45770B Main Street, Concrete, WA 98237, or may be emailed by deadline to info@upperskagit.lib.wa.us.

INSTRUCTIONS TO APPLICANT

Print or type all entries. Answer every question; sign and date the application. If you need more space to answer any questions, please attach additional sheets.

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

TELEPHONE: _____ EMAIL: _____

POSITION APPLYING FOR: _____

EDUCATION AND TRAINING

Name and location of schools attended: Major, grade completed, diploma/degree

High School _____

College _____

GENERAL INFORMATION

Please list any relatives employed by the library: _____

List any reasons that would prevent you from consistently and promptly performing any of the job duties in the position for which you are applying: _____

Have you been convicted of a felony or misdemeanor within the last 7 years? If so, please explain. (*A criminal record does not automatically disqualify an applicant*): _____

May we inquire of your present employer about your qualifications: ____ Yes ____ No

If no, please explain. _____

EMPLOYMENT HISTORY

Present/Last Employer _____ Phone _____
Address _____ Date Started _____
Your title/Position _____ Date Ended _____
Duties _____ Hours/Week _____
_____ Wages: Start _____
_____ Final _____
Reason for leaving _____ Supervisor _____

Present/Last Employer _____ Phone _____
Address _____ Date Started _____
Your title/Position _____ Date Ended _____
Duties _____ Hours/Week _____
_____ Wages: Start _____
_____ Final _____
Reason for leaving _____ Supervisor _____

Present/Last Employer _____ Phone _____
Address _____ Date Started _____
Your title/Position _____ Date Ended _____
Duties _____ Hours/Week _____
_____ Wages: Start _____
_____ Final _____
Reason for leaving _____ Supervisor _____

SKILLS AND EXPERIENCES RELATED TO THIS APPLICATION:

Use this space to list skills you have acquired, machines you can operate, volunteer experiences, any breaks in employment history, and/or any other pertinent experiences.

Please list persons who are not relatives who we can contact as references regarding your character and abilities.

NAME	ADDRESS	PHONE NUMBER
_____	_____	_____
_____	_____	_____
_____	_____	_____

SIGNATURE _____ DATE _____