



www.krl.org

Employment Application

Mailing Address:
 Kitsap Regional Library
 Administrative Services Division
 1301 Sylvan Way
 Bremerton, WA 98310
 Phone: (360) 405-9102

OFFICE USE ONLY

Received:
 Date _____ Time _____

Kitsap Regional Library Data and Equal Opportunity Disclaimer

Thank you for your interest in employment with Kitsap Regional Library. Kitsap Regional Library is an Equal Opportunity Employer, dedicated to a policy of nondiscrimination in employment on any basis, including race, color, age, gender, marital status, political affiliations, religion, national origin, the presence of mental, physical, or sensory disability, sexual orientation or any other basis prohibited by federal, state or local law. Should you need accommodation and/or assistance in the application process due to a disability, please call the telephone numbers listed on the job announcement for the position desired.

A. Instructions

- Carefully read position announcement for desired position.
- Provide all requested information accurately and completely, including responses to any supplemental questions or application forms that may be required for the position you are seeking. Type or print legibly in blue or black ink; do not use pencil. **Remember to sign and date the application.** Failure to submit a completed application will disqualify you from employment.
- Make a copy of your application before it is submitted. All applications received are the property of Kitsap Regional Library.
- Hand-delivered applications must be received in the Administrative Services Office by 4:00 p.m. on the closing date to be considered. Mailed applications must be postmarked by the closing date to be considered.**
- Notify the Human Resources Specialist at Kitsap Regional Library if you require any necessary accommodations to participate in the employment application process. See position announcement for contact names and telephone numbers.
- Return application via mail to: Attn: Human Resources Specialist
 Kitsap Regional Library Administrative Services
 1301 Sylvan Way, Bremerton, WA 98310
 or deliver in person in a sealed envelope to the Sylvan Way Branch Library Administrative Services Office.

After your application is received by KRL:

All applications received are carefully screened to select those who are best suited to the specific job opening, including meeting minimum qualifications. If you are selected for an interview, you will be contacted by phone within three weeks of the application deadline. Generally, applications are accepted for a specific position. If you wish to be considered for another position, you may be required to re-apply.

B. Contact Information

Position Applying For (required):									
Position Announcement # (required) :					Are you also interested in being contacted for a Substitute (On-Call) position? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Check Library locations where you are available to work:	Bainbridge Island	Downtown Bremerton	Kingston	Little Boston	Manchester	Port Orchard	Poulsbo	Silverdale	Sylvan Way
Last Name:			First Name:			Middle Initial:			
Address:									
City:			State:			Zip Code:			
Home Phone:									
Work Phone:			Extension:		May we contact you at work? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Message Phone:			Email Address:						

C. Education and Training

Do you have a high school diploma, GED or equivalent? Yes No

List colleges, universities, military, trade, business or other schools attended

Name of School	Location of School	Courses of Study (Major)	Number of Years Completed	Specify Degree or Certificate Earned

List driver's license or certificates required for this position

License or Certificate	Number	Issuing Agency	Date Issued/Date of Expiration
			/
			/
			/

Have you ever been convicted of a felony? Yes No

The existence of a felony conviction does not necessarily bar you from employment. If you answered yes, please explain:

D. Skills Assessment

Computer Skills:

	Software Applications	No Experience	Beginner	Intermediate	Advanced
Library Circulation Systems (i.e. Sirsi)					
Spreadsheets					
Databases					
Word Processing					
Other: (i.e. MS Office/Outlook)					

Language Skills: Please list any language skills that could be beneficial to the position.

	Beginner	Intermediate	Advanced

E. Kitsap Regional Library Employment History

Are you currently, or have you ever been, employed by Kitsap Regional Library? Yes No

If so, list positions and dates of employment:

	List Position(s):	From: Month/Year	To: Month/Year
Position #1			
Position #2			

Are you currently an active KRL Volunteer? Yes No List number of volunteer hours completed: _____

If yes, list the branch or department, and the duties you perform in your volunteer position:

Branch/Department:	Duties/Tasks:

F. Employment History

Instructions: Beginning with your present or most recent job, describe your work and/or volunteer experience in chronological order. The information provided on this application form (and any additional employment history which may be attached) will be used to evaluate your qualifications for the position. Information must be accurate and complete; failure to provide accurate and complete information may disqualify you from being considered for employment. **Note: Resumes may also be submitted but will not be considered as a substitute for section F of the employment application.**

Job Title:				Employer:			
Supervisor:				Employer Address:			
Telephone:			Email:		City/State:		
From: Month	Year	To: Month	Year	Starting Salary:		Ending Salary:	
Average number of hours worked per week:				May we contact this employer: Yes <input type="checkbox"/> No <input type="checkbox"/> Later <input type="checkbox"/>			
Duties and Responsibilities:							
Reason for Leaving:							

Job Title:				Employer:			
Supervisor:				Employer Address:			
Telephone:			Email:		City/State:		
From: Month	Year	To: Month	Year	Starting Salary:		Ending Salary:	
Average number of hours worked per week:				May we contact this employer: Yes <input type="checkbox"/> No <input type="checkbox"/> Later <input type="checkbox"/>			
Duties and Responsibilities:							
Reason for Leaving:							

Job Title:				Employer:			
Supervisor:				Employer Address:			
Telephone:			Email:		City/State:		
From: Month	Year	To: Month	Year	Starting Salary:		Ending Salary:	
Average number of hours worked per week:				May we contact this employer: Yes <input type="checkbox"/> No <input type="checkbox"/> Later <input type="checkbox"/>			
Duties and Responsibilities:							
Reason for Leaving:							

G. Additional Information

Provide any additional information you feel may be helpful to us in considering your application.

H. Personal References

List name and telephone number of three business/work references who are *not* related to you and are *not* previous supervisors. If not applicable, list three school and/or personal references who are *not* related to you.

Name:	Relationship:	Telephone:	Email:	Years known:

I. Survey Information *(not required)*

We are interested in how you **first** found out about this opportunity. Please indicate below the resource you used. This information is not part of the applicant evaluation procedure and will only help us plan future recruitments.

- Kitsap Regional Library Web site (www.krl.org)
- Position Announcement posted in a KRL Branch Library
- PNLA list serve
- WIIF list serve
- Other Web site or list serve (specify): _____
- Employment Department (specify): _____
- Olympic College
- Work Source
- Job Service (DSHS)
- Soundworks Job Center
- The Sun Newspaper Classifieds
- The Sun online "Hot Jobs"
- The Neighborhood Classifieds/Sound Publishing Newspaper (CK Reporter, Bremerton Patriot, etc.)
- The Neighborhood Classifieds online
- Other Newspaper or Publication (specify): _____
- Referred by (specify): _____
- School (specify): _____

- Other specify: _____



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J. Applicant Disclosure and Release of Information

My signature affirms that I release from liability any employer, person, agency, organization, or employee supplying information regarding me, or my previous employment. I also release Kitsap Regional Library from liability relating to its investigation of information provided in the application materials.

All information on this application is accurate, complete and true to the best of my knowledge. I understand that falsification, and/or misrepresentation of information on my application may result in disqualification of my application, and/or dismissal from employment by KRL.

I understand that this application is not intended to be a contract of employment. Furthermore, I understand that this position may require a criminal background inquiry and that KRL will require an additional signed release upon a conditional offer of employment.

Applicant Signature: _____ Date: _____

Print Name: _____



Equal Employment Opportunity Program Data Applicant

This EEO data is used for compliance and monitoring purposes only in order to further the principle of Equal Employment Opportunity. Providing this information is **voluntary and optional**. This information is filed separately from the application. Thank you for your assistance.

Name: _____ Date: _____

Last First M.I.

Position Applied for: _____ Position Announcement #: _____

Please select a category that correctly applies to you (if you identify with more than one category, please select just one; at this time, we are unable to report multiple categories):

- Black/African American (Not of Hispanic origin) - All persons having origins in any of the black racial groups of Africa.
- Hispanic/Latino - All persons of Mexican, Puerto Rican, Central or South American or other Spanish culture, regardless of race.
- White - All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- Native American (American Indian or Alaskan Native) - All persons having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community reception.
- Asian/Pacific Islander - All persons having origins in any of the original peoples of the Far East, South Asia, the Indian Subcontinent or the Pacific Islands. This area includes, for example: China, Japan, Korea, the Philippine Islands and Samoa.

Are you: Male Female

Are you: Disabled Vietnam Era Veteran Disabled Veteran Other Veteran

Referral Source

Please indicate how you learned about this position (select one source only)

- Position Announcement posted (specify Branch): _____
- Newspaper Advertisement (specify): _____
- Employment Agency/Job Service (specify): _____
- Other Web site or list serve (specify): _____
- School/College (specify): _____
- Referred by relative/friend
- Referred by KRL staff
- Internet

For Office Use Only

Date Hired: _____ Position: _____

Check the position employee was hired for: Exempt Non-Exempt

Executive/Administrative/Managerial Professional Para-professional

Clerical/Office Technical Skilled Craft Service/Maintenance

Completed by: _____ Date: _____