



Altadena Library District

EMPLOYMENT APPLICATION

Altadena Library District does not unlawfully discriminate on the basis of race, color, creed, religion, gender (including pregnancy, childbirth, breastfeeding, or related medical conditions), national origin, ancestry, age, physical or mental disability, medical condition including genetic characteristics, or any information based on genetic background, family-care status, military and veteran status, citizenship status, immigration status, primary language, marital status, or sexual orientation, gender identity, or gender expression where a person's gender-related appearance and behavior may not be stereotypically associated with the person's assigned sex at birth, or any other consideration made unlawful by federal, state, or local laws. This prohibition also includes a perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. Additionally, the District does not discriminate against any employee who is an officer, warrant officer, or enlisted member of the military or naval forces of the state or of the United States because of that membership. All employment at Altadena Library District is "at will", meaning that future employment between you and Altadena Library District can be terminated at any time, with or without advance notice, and with or without cause.

Revised August 13, 2019

The information requested below is necessary for the specific position for which you are applying.

PLEASE PRINT ALL INFORMATION
 REQUESTED EXCEPT SIGNATURE

APPLICATION FOR EMPLOYMENT

PLEASE COMPLETE PAGES 1-4.

DATE _____

 Name _____
 Last First Middle

 Present address _____
 Number Street City State Zip

Email: _____

Days/hours available to work:

Telephone: _____

No Pref: _____ Thur: _____

Cell: _____

Mon: _____ Fri: _____

Position Applied for _____

Tues: _____ Sat: _____

Department _____

Wed: _____ Sun: _____

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE
High School				
Bus. or Trade School				
Professional School				

1. Have you ever used a different name? Yes No If yes, provide that name: _____
2. Are you at least 18 years of age? Yes No (If not, please attach a copy of your work permit)
3. Can you, after an offer of employment, submit verification of your legal right to work in the United States?
 Yes No
4. For jobs where driving is a requirement, you will be required to provide a valid driver's license and proof of automobile insurance. Will you be able to provide both? Yes No
5. Have you ever been enrolled in CalPERS (Public Employees Retirement System) or any other retirement system?
 If yes, list employer and dates in question: _____
6. Have you ever been terminated or forced to resign from any position? (This does NOT include layoffs.) Please explain: _____
7. Have you ever been convicted of a crime? Yes No If yes, please explain: _____

8. I understand that any offer of employment extended is contingent upon the successful completion of a background check: Yes No

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APPLICATION FOR EMPLOYMENT

WORK EXPERIENCE:	Please list your work experience for the past five years beginning with your most recent job held. If you were self-employed, give firm name. Attach additional sheets if necessary.
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Name of Employer: Address:	Name and Phone # of Last Supervisor	Employment Dates	
City, State, Zip Code: Phone Number:		From: To:	
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	Your last job title:		
Reason for leaving (be specific):			
List job duties, skills used or learned, advancements or promotions while you worked at this company:			

Name of Employer: Address:	Name and Phone # of Last Supervisor	Employment Dates	
City, State, Zip Code: Phone Number:		From: To:	
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	Your last job title:		
Reason for leaving (be specific):			
List job duties, skills used or learned, advancements or promotions while you worked at this company:			

Name of Employer: Address:	Name and Phone # of Last Supervisor	Employment Dates	
City, State, Zip Code: Phone Number:		From: To:	
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	Your last job title:		
Reason for leaving (be specific):			
List job duties, skills used or learned, advancements or promotions while you worked at this company:			

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APPLICATION FOR EMPLOYMENT

If applicable, please refer to the attached job description for the position for which you are applying. Are you able to perform all these tasks with or without reasonable accommodation? Yes No

Please describe which tasks, if any, you will need accommodation to perform, and explain what type of accommodation you will need below:

Please list at least three individuals qualified to give an opinion of your professional work ability and work experience. Two out of three should be previous supervisors.

Name	Relationship	Employer	Phone Number

PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING

Note: It is the practice of Altadena Library District to maintain a safe, and efficient working environment. As part of this practice, we perform background and reference checks. In addition, if hired, you must furnish proof of your authorization to work in the United States as specified under applicable U.S. Immigration Laws. One of these documents must be photo identification. If you are employed by Altadena Library District you understand and agree that your employment is on an "at will" basis and may be terminated with or without cause, with or without notice at any time, at the option of either Altadena Library District or yourself. You understand that as a condition of employment all applicants will be asked to sign a confidentiality disclosure agreement. Failure to sign or abide by such agreements may result in dismissal.

I hereby certify that all statements made on this application are true and complete, and that any omissions of material facts, misstatements, misrepresentation, or false statements may subject me to disqualification, to be released from probation, or to be discharged regardless of when the statement or misrepresentation is discovered by the District.

I have read, acknowledge, understand, and agree to the above.

SIGN AND DATE HERE: _____

Signature

Date



Equal Employment Opportunity Information

The following two questions are related to **EQUAL EMPLOYMENT OPPORTUNITY INFORMATION**: We ask for your racial or ethnic group and sex in order to evaluate the effectiveness of our recruitment efforts. This information is **VOLUNTARY**, and if you object to filling it out, you need not do so. The data collected is confidential and will be used for recruitment statistics only.

PLEASE PRINT:

NAME DATE

POSITION APPLIED FOR: _____

GENDER: Male Female Other

ETHNIC CATEGORY (check one):

- AMERICAN INDIAN OR ALASKA NATIVE
- ASIAN
- BLACK OR AFRICAN AMERICAN
- HISPANIC OR LATINO
- NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER
- WHITE
- OTHER

DISABLED/DISABLED VETERAN/VIETNAM VETERAN

Identify yourself, if appropriate, as an individual with a disability, a disabled veteran or a Vietnam era veteran to enable us to have accurate data under our Affirmative Action Plan.

SPECIAL DISABLED VETERAN

A veteran of the U.S. military, ground naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Veterans Administration for disability (A) rated at 30% or more, or (B) rated at 10 or 20 percent in the case of a veteran who has been determined under Section 38 U.S.C. 3106 to have serious employment handicap or (ii) a person who was discharged or released from active duty because of a service-connected disability.

VETERAN OF THE VIETNAM-ERA

A veteran who served on active duty in the U.S. military, ground, naval or air service for a period of more than 180 days, and who was discharged or released from with other than a dishonorable discharge, if any part of such active duty was performed: (A) in the Republic of Vietnam between February 28, 1961 and May 7, 1975 or (B) between August 5, 1964 and May 7, 1975, in any other location.

RECENTLY SEPERATED VETERANS

A veteran who served on active duty in the U.S. military, ground, naval or air service during the one-year period beginning on the date of such veteran's discharge or release from active duty.

OTHER PROTECTED VETERANS

A veteran who served on active duty in the U.S. military, ground, naval or air service during a war or in a campaign or expedition for which a campaign badge has been authorized.