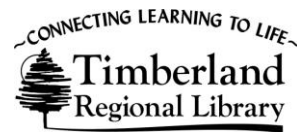


Timberland Regional Library
Employment Application Instructions



Dear Applicant,

Thank you for your interest in employment with Timberland Regional Library (TRL).

Application materials are centrally processed for all of TRL's facilities. Please submit your completed application to:

Administrative Service Center
Human Resources Department
415 Tumwater Blvd SW
Tumwater, WA 98501-5799

Position Code: **Please enter the position code on the envelope.**

To be considered for a position with TRL, please print or type your responses on the Timberland *Application for Employment* form. All applicable sections should be completed. Do not write "refer to resume" as a response to any request for information. Please sign and date the form. If the form is not signed and dated, your application will not be considered. You may submit a resume, and other pertinent materials, in addition to the completed *Application for Employment*.

If you are applying for more than one position, you must submit a separate application for each position. Photocopies are accepted as long as the position title and code and signature portions are appropriately inserted.

Please complete the *Recruitment/EEO Questionnaire* form, and submit it along with your completed *Application for Employment* form. The questionnaire will be separated from your actual application material prior to forwarding your application to the hiring supervisor.

We usually receive a large number of applications for each position. Sometimes it takes a long time to process applications. You will be notified of your application status if you are not selected for an interview. Candidates selected for interviews will be contacted by telephone.

We wish you success with your employment endeavors!

Sincerely,

Human Resources Department

Timberland Regional Library is an Affirmative Action, Equal Opportunity employer.



Personal Information				
Name:	Last:	First:	MI:	
Address:	Street/PO Box:	City:	State:	Zip:
Phone Numbers:	Home:	Cell:	Work Phone:	
E-mail:				
Are you under 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If employed, can you provide proof of legal eligibility for employment in the U.S. within three business days of the date employment begins? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Have you been convicted of a felony in the past 7 years? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain. <i>(A conviction does not constitute an automatic bar to employment.)</i>				
Are you a current TRL Employee? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please give position and location:			Do you have relatives working for TRL? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you currently drawing retirement from Washington State? <input type="checkbox"/> Yes <input type="checkbox"/> No				

Position Applying For	
Job Title:	
Position Code:	
Date available for work:	Salary required:

Education				
School	Name/Location	Major Studies	Diploma/Degree Earned?	Years Completed
High School				
Associates Degree				
Bachelors Degree				
Masters Degree				
Other (Vocational, Tech, etc)				
Other (Vocational, Tech, etc)				
Other related certificates or licenses:				
Do you plan further education? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please give start date: _____ Type of course/program: _____				

Professional References			
Name:	Relationship:	Job Title:	Years Known:
Phone:	Fax:	E-mail:	
Address:			
Name:	Relationship:	Job Title:	Years Known:
Phone:	Fax:	E-mail:	
Address:			
Name:	Relationship:	Job Title:	Years Known:
Phone:	Fax:	E-mail:	
Address:			

Additional Information
Use this space for any comments or information that may be helpful in reviewing your qualifications.

Applicant Read and Sign

I hereby state that the information given by me in this application and other employment documents is true in all respects. I agree that if I am employed, and the information is found to be false in any respect, I will be subject to dismissal without notice at any time. I hereby authorize my former employers and their agents to release information pertaining to my work record, my work habits and my work performance while in their employ, and to hold such employers and their agents harmless in relation to truthful information so provided. I also authorize the educational institutions, which I have entered on this application, to release information pertaining to my enrollment, GPA and degree(s) obtained.

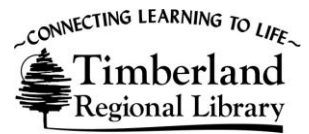
In making application for employment, I give permission for, and understand that, Timberland Regional Library will make a request for a background check on me. This background check release is in compliance with the Child/Adult Abuse Information Act (RCW 43.43.830 through 43.43.840)

I understand and agree that any employee handbook or policy manual that I may receive does not constitute an employment contract, but will be merely a gratuitous statement of TRL's current policies which will not assure me of specific treatment in specific situations.

Signed: _____

Date: _____

Print/Type Name: _____



Name:		Date:	
Job Title:			
Position Code:			

Source of Recruitment

Please identify the name of the newspaper, agency, etc. in the space provided.

- | | |
|---|---|
| <input type="checkbox"/> Print Advertisement: _____
<input type="checkbox"/> Walk In (<i>Location?</i>): _____
<input type="checkbox"/> Employee Referral: _____
<input type="checkbox"/> TRL Website
<input type="checkbox"/> Other Internet site: _____ | <input type="checkbox"/> Public Employment Service: _____
<input type="checkbox"/> Career/Job Fair: _____
<input type="checkbox"/> Other: _____ |
|---|---|

Equal Opportunity Information

Please check applicable boxes.

All information will be held in strict confidence and will only be used for administrative reporting under Executive Order 12086*.

- | Gender | Ethnicity | Age | Presence of Disability | Veteran Status |
|--|---|----------------------------------|---|---|
| <input type="checkbox"/> Male
<input type="checkbox"/> Female | <input type="checkbox"/> Asian
<input type="checkbox"/> Black
<input type="checkbox"/> Caucasian
<input type="checkbox"/> Hispanic
<input type="checkbox"/> Native American or Alaska Native
<input type="checkbox"/> Pacific Islander | <input type="checkbox"/> Over 40 | Impairment which substantially limits one or more of your life activities?

<input type="checkbox"/> Yes
<input type="checkbox"/> No | <input type="checkbox"/> Veteran
<input type="checkbox"/> Disabled Veteran
<input type="checkbox"/> Vietnam Era Veteran |

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

**TRL Representative: Remove Data Sheet before further processing of Application Form.*

**Timberland Regional Library
 Administrative Service Center
 415 Tumwater Blvd. SW
 Tumwater, WA 98501**