



TIPS FOR APPLICANTS

405 S. Dayton, Kennewick, WA 99336 • (509) 582-4745
www.midcolumbialibraries.org

EQUAL OPPORTUNITY EMPLOYER

Employment Opportunities are posted at all Mid-Columbia Libraries and at
<http://www.midcolumbialibraries.org/employment>.

How to Apply for a Position:

- Once you read all materials carefully, complete the following items in full, even if you submit a résumé:
 - Application for Employment
 - Applicant Disclosure Form
 - EEO Self-Identification Form (optional)
 - Substitute Supplemental Questionnaire (if applying for a Substitute position)
- Please review the job description for any additional application materials that may be required beyond those listed above.
- If you are applying for more than one position, a completed application package must be submitted for each position.
- To help with processing your application, enter the specific job title on the Application for Employment. (Please submit a complete application for each position which you apply.)
- A neat and legible application helps us evaluate your information effectively. To ensure your application can be easily reviewed, download and complete the fill-form PDF application using Adobe Acrobat Reader or print the application and complete neatly with dark ink.
- Double check your application before submitting materials, ensuring they are complete and signed.
- Return your materials to HR Manager, ATTN: (*Job Title*), Mid-Columbia Libraries, 405 S. Dayton, Kennewick, WA 99336 or e-mail to jobs@mcl-lib.org ATTN: (*Job Title*), if you decide to use the fill-form PDF application.

After Your Application is Received by Mid-Columbia Libraries:

- All applications received are reviewed based on knowledge, qualifications, skills, and abilities required of the specific job opening.
- Due to the high volume of applications we receive, we are only able to contact those selected for an interview. You will be contacted via telephone and/or e-mail within four to six weeks of the application review date or deadline, if selected.



APPLICATION FOR EMPLOYMENT

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Thank you for applying for employment with Mid-Columbia Libraries. Resumes or other accompanying materials will be accepted but will not substitute for information requested on this application. Incomplete applications may delay action or disqualify you.

It is the policy of Mid-Columbia Libraries to provide equal opportunity for all qualified persons and not to unlawfully discriminate against any employee or qualified applicant for employment because of: race, color, gender, ancestry, national origin, religion, marital status, sexual orientation, disability, mental condition, age or veteran status.

Date of Application: _____ POSITION APPLYING FOR: _____

Last Name, First Name, and Middle Name

Street Address, Apt#, City, State, and Zip Code

Please check preferred method(s) to contact you: E-Mail: _____

Home Phone Number: _____

Cell Phone Number: _____

Message: _____

How did you learn about this position? _____
(Please be specific: e.g., Tri-City Herald, MCL website, etc.)

Employee or Board member referral: _____ If yes, please provide name: _____

Employment Desired: Full-Time Part-Time Substitute Temp. Date available for work: _____

Available to work: Days Evenings Weekend Salary Desired: _____

State any limitations to your working schedule: _____

List location(s) at which you wish to work: _____

Are you at least 16 years of age?

Do you have a valid driver's license?

Can you safely perform all the essential functions of the position for which you are applying with or without reasonable accommodations?

Please describe accommodations needed, if any: _____

SKILLS AND JOB RELATED QUALIFICATIONS

(INDICATE YEARS OF RELATED EXPERIENCE/EDUCATION)

Education and Job Experience (Indicate years of related experience/education)

ACTIVITY AND SKILLS	Years of Experience		ACTIVITY AND SKILLS	Years of Experience	
	School	On the job		School	On the job
Computer Skills			Other:		
Keyboarding WPM:					
General Math					
Data entry					
10 Key					
Filing					
PC- Specify type:					
Software used:					

Professional/Technical Work Activity (indicate years of related experience)

WORK CATEGORY	Years of Experience	WORK CATEGORY	Years of Experience
Customer Service		Supervision	
Library Circulation Services		Providing Training	
Reference		Other:	
Reader's Advisory			
Children's Services			
Collection Management			
Cataloging			

WORK HISTORY

Starting with your current or most recent employer, account for the past ten years of work history including gaps in employment, military services, or appropriate volunteer work. Attach additional pages if necessary.

1

Employer: _____ Address: _____ Supervisor's Name: _____ Supervisor's Phone Number: _____ May we contact this employer? _____ Reason for leaving or change: _____	Job Title: _____ Dates: From: _____ To: _____ Hours Per Week: _____ Starting Pay: \$ _____ Per: _____ Ending Pay: \$ _____ Per: _____ Duties: _____ _____ _____
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2

Employer: _____

Job Title: _____

Address: _____

Dates: From: _____ To: _____ Hours Per Week: _____

Supervisor's Name: _____

Starting Pay: \$ _____ Per: _____

Supervisor's Phone Number: _____

Ending Pay: \$ _____ Per: _____

May we contact this employer? _____

Duties: _____

Reason for leaving or change: _____

3

Employer: _____

Job Title: _____

Address: _____

Dates: From: _____ To: _____ Hours Per Week: _____

Supervisor's Name: _____

Starting Pay: \$ _____ Per: _____

Supervisor's Phone Number: _____

Ending Pay: \$ _____ Per: _____

May we contact this employer? _____

Duties: _____

Reason for leaving or change: _____

4

Employer: _____

Job Title: _____

Address: _____

Dates: From: _____ To: _____ Hours Per Week: _____

Supervisor's Name: _____

Starting Pay: \$ _____ Per: _____

Supervisor's Phone Number: _____

Ending Pay: \$ _____ Per: _____

May we contact this employer? _____

Duties: _____

Reason for leaving or change: _____

PROFESSIONAL REFERENCES

1

Name: _____ Job Title: _____ Years Known: _____

Employer: _____ Relationship: _____

Address: _____ Phone Number: _____

2

Name: _____ Job Title: _____ Years Known: _____

Employer: _____ Relationship: _____

Address: _____ Phone Number: _____

3

Name: _____ Job Title: _____ Years Known: _____

Employer: _____ Relationship: _____

Address: _____ Phone Number: _____

Please indicate any other name(s) used during employment or while in school: _____

APPLICANT'S CERTIFICATION AND AGREEMENT

(PLEASE READ BEFORE SIGNING)

I hereby certify that the facts contained in this employment application and its attachments are true, accurate, and complete to the best of my knowledge.

I understand that falsifying or omitting facts or important information in any of my application materials is grounds for immediate dismissal. I give my consent to Mid-Columbia Libraries to contact any of my references and employers (except as noted), regarding my qualifications and information pertaining to my work record, work habits and performance while in their employ. 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. Further, I release all parties and persons from any and all liabilities for any damage that may result from furnishing such information to MCL, as well as from the use or disclosure of such information by MCL or any of its agents, employees, or representatives.

I certify that I am legally eligible to be employed in the United States, or will provide proof of eligibility within three business days of the date employment begins.

I understand that acceptance of an offer of employment does not create a contractual obligation upon MCL to employ me in the future.

Applicant Signature _____ Date _____



APPLICANT DISCLOSURE FORM

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All applicants are subject to a background inquiry with the Washington State Patrol. This is your RCW 43.43.834 notice that such a back ground inquiry may occur. Successful completion of this background inquiry is a condition of employment with Mid-Columbia Libraries. Information obtained from both the disclosure statement and from the background inquiries may not necessarily prevent employment. The information will be a consideration in determining the applicant's suitability and competence to perform the job and, on this basis, may result in denial of employment.

You must answer YES or NO to each listed question when you complete this form. If you are unsure whether to check YES or NO, please answer the question to the best of your ability and state the reason for your uncertainty on an attached sheet of paper.

1) **Have you been convicted of any crime?**

2) **Have any findings been made against you in any civil adjudicative proceeding as defined in RCW 43.43.830?**

"Civil adjudicative proceeding" is defined as a judicial or administrative adjudicative proceeding that results in a finding of, or upholds an agency finding of, domestic violence, abuse, sexual abuse, neglect, abandonment, violation of a professional licensing standard regarding a child or vulnerable adult, or exploitation or financial exploitation of a child or vulnerable adult under any provision of law, including but not limited to chapter 13.34., 26.44, or 74.34 RCW, or rules adopted under chapters 18.51 and 74.42 RCW. "Civil adjudicative proceeding" also includes judicial or administrative findings that become final due to the failure of the alleged perpetrator to timely exercise a legal right to administratively challenge such findings.

***If you answered YES to any question above, you must provide the following information on an attached sheet of paper along with your signature.**

Question Number	Date of Conviction	Offense	County & State Disposition Court	An Explanation
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I attest under penalty of perjury, that the information I have provided is true, accurate and complete. I hereby authorize Mid-Columbia Libraries to conduct a background inquiry on me. I understand that if I am hired, I can be discharged for any misrepresentation or omission in the above statement. I understand that any offer of employment paid or unpaid is contingent on the successful outcome of this background inquiry. This background inquiry is in compliance with the Child/Adult Abuse Information Act (RCW 43.43.830 – 845).

Applicant Signature _____ Date _____

Name (Please Print) _____