



Sonoma County Library
An Equal Opportunity Employer

RETURN TO:
Human Resources
211 E St.
Santa Rosa, CA 95404

APPLICATION FOR EMPLOYMENT

POSITION APPLYING FOR _____ DATE _____

CONTACT INFORMATION

Name: LAST, FIRST, MIDDLE INITIAL
Address: NO., STREET, CITY, STATE, ZIP
Home phone () Business phone ()
Email address
Driver's license number State Expiration date

AVAILABILITY

Minimum rate of pay acceptable: \$ _____ per _____ When can you start? _____
Will you accept: Temporary work? [] [] Part time work? [] []
YES NO YES NO

SKILLS

Equipment you can operate (including office equipment and computers) _____
Typing speed _____
Membership in professional or technical associations _____

EDUCATION

Table with 4 columns: NAME OF SCHOOL, COURSE OR MAJOR, HRS OR UNITS COMPLETED, DEGREE GRANTED. Rows include High School, Junior College, College or University, Graduate School, Business or Trade.

DO NOT WRITE BELOW THIS LINE

Employment interview by: _____ Date: _____

Remarks: _____

INITIAL POSITION HIRED FOR: _____

Title: _____ Class no.: _____ Step: _____ Starting salary: _____ per _____

Starting date: _____ Starting location: _____ in _____ department

Special conditions of employment: _____

APPROVED: _____ TITLE: _____

FORMER EMPLOYERS

LIST MOST RECENT EMPLOYER FIRST

From: Month _____ Year _____	Employer's name: _____ Address: _____	Your job title: _____ Your last salary: \$ _____
To: Month _____ Year _____	Your duties: _____ Your supervisor's name: _____	Reason for leaving: _____

From: Month _____ Year _____	Employer's name: _____ Address: _____	Your job title: _____ Your last salary: \$ _____
To: Month _____ Year _____	Your duties: _____ Your supervisor's name: _____	Reason for leaving: _____

From: Month _____ Year _____	Employer's name: _____ Address: _____	Your job title: _____ Your last salary: \$ _____
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From: Month _____ Year _____	Employer's name: _____ Address: _____	Your job title: _____ Your last salary: \$ _____
To: Month _____ Year _____	Your duties: _____ Your supervisor's name: _____	Reason for leaving: _____

Special work or other experience that should be considered for this job:

Immigration Reform & Control Act: In compliance with the Immigration Reform and Control Act of 1986, if you are selected for employment with the Sonoma County Library, you will be required to provide proof of identity and work eligibility within three business days from hire date.

I authorize investigation of all statements contained in this application. I understand that, if I am employed, any misrepresentation or omission of facts called for is cause for dismissal.

Signature: _____

Date: _____