



PIKES PEAK LIBRARY DISTRICT

EMPLOYMENT APPLICATION

Pikes Peak Library District is an Equal Opportunity Employer. We do not discriminate in hiring or other employment decisions on the basis of race, color, religion, national origin, sex, age, disability, or any other status protected by law or regulation. It is our intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.

RETURN COMPLETED APPLICATION TO:

EAST LIBRARY, HUMAN RESOURCES OFFICE
5550 N. UNION BOULEVARD
COLORADO SPRINGS CO 80918
WEBSITE: ppld.org PHONE: (719) 531-6333, Ext. 1257

Note: Please print and complete this application in its entirety. Photocopied applications with original signature and date on page 4 are acceptable.

Today's Date _____

JOB DATA Pikes Peak Library District only accepts applications for open and advertised positions.

Job applied for: _____ Location _____

Circle other library locations where you would be willing to work if a similar job opens within 3 months:

- All Locations East Library Penrose Library Briargate Cheyenne Mountain Fountain Monument**
- Old Colorado City Palmer Lake Rockrimmon Ruth Holley Sand Creek Ute Pass Bookmobile**

Can you work the exact schedule listed on the position's Vacancy Announcement? Yes No

If no, list days and hours you are not able to work: _____

If schedule information for this position is unavailable, check all shifts listed below that you are willing to work:

Weekdays Saturdays Sundays Evenings

How did you learn that this position was available? _____

If you learned of this job through a newspaper, website, or Job Fair, please indicate its name: _____

PERSONAL DATA

Email address _____

Last Name _____ First Name / Middle Initial _____

List other names you have worked or attended school under: _____

Daytime Phone _____ Evening Phone _____ Cell Phone _____

Address _____ City _____ State _____ Zip _____

Minimum age for employment with the library district is 16 years old. Are you at least 16 years of age? Yes No

If hired, can you furnish proof that you are eligible to work in the U.S.? Yes No

Date you are available to start work with PPLD: _____

Do you have any relatives currently employed with Pikes Peak Library District? If yes, provide their name(s) and relationship(s) to you: _____

Have you been convicted of any law violation? Include any plea of "guilty" or "no contest." Exclude minor traffic violations. If yes, please provide details (i.e., dates, state, charges, disposition). Convictions will not necessarily disqualify an applicant for employment. _____

Have you ever been fired from a job or asked to resign? If yes, please explain. _____

EDUCATION / TRAINING

High School Name: _____

If applicable, GED Program Name: _____

School Location (City, State, Country): _____

Highest grade-level completed: 9 10 11 12 Did you receive a degree diploma certificate

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If you attended **College, University, Trade, or Vocational School**, please list all school information below beginning with the most recent educational institution you attended.

1) School Name: \_\_\_\_\_ Major/Area of Study: \_\_\_\_\_

Location (City, State, Country): \_\_\_\_\_

Did you receive a degree, diploma, or certificate? Yes  No

If yes, degree / diploma / certificate earned: \_\_\_\_\_

If no, number of credit hours, semester hours, or total years completed: \_\_\_\_\_

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2) School Name: _____ Major/Area of Study: _____

Location (City, State, Country): _____

Did you receive a degree, diploma, or certificate? Yes No

If yes, degree / diploma / certificate earned: _____

If no, number of credit hours, semester hours, or total years completed: _____

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3) School Name: \_\_\_\_\_ Major/Area of Study: \_\_\_\_\_

Location (City, State, Country): \_\_\_\_\_

Did you receive a degree, diploma, or certificate? Yes  No

If yes, degree / diploma / certificate earned: \_\_\_\_\_

If no, number of credit hours, semester hours, or total years completed: \_\_\_\_\_

**SKILLS OVERVIEW**

Do you have typing or keyboarding skills? Yes  No  Approximate typing speed? \_\_\_\_\_ words per minute

List computer software with which you are familiar and indicate your proficiency level (beginning / intermediate / advanced):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Briefly describe skills and training you have that relate to the job for which you are applying: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Indicate other skills or experience you have that would assist you, if hired, in dealing with the diverse community that Pikes Peak Library District employees are charged to serve:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been employed by or volunteered for Pikes Peak Library District? If yes, list dates, department, and name you worked under: \_\_\_\_\_

Can you communicate in a language other than English? (including American Sign Language)

No  Yes  If yes, list language(s): \_\_\_\_\_

**WORK HISTORY:** (including military service)

**Do not write "SEE RESUME" in lieu of completion**

1) CURRENT or MOST RECENT Employer \_\_\_\_\_

Address, City, State, Country \_\_\_\_\_

Dates worked from \_\_\_\_\_ to \_\_\_\_\_ Employer Phone # \_\_\_\_\_  
(month & year) (month & year)

Ending Title: \_\_\_\_\_ Ending/Current Wage \$ \_\_\_\_\_ per \_\_\_\_\_

Work performed: \_\_\_\_\_

Did you supervise any employees in this position? Yes  No  If yes, how many? \_\_\_\_\_

Supervisor's Name and Title \_\_\_\_\_

May we contact this employer for references if you are considered for this position? Yes  No

Reason for Leaving \_\_\_\_\_

2) Employer \_\_\_\_\_

Address, City, State, Country \_\_\_\_\_

Dates worked from \_\_\_\_\_ to \_\_\_\_\_ Employer Phone # \_\_\_\_\_  
(month & year) (month & year)

Ending Title: \_\_\_\_\_ Ending Wage \$ \_\_\_\_\_ per \_\_\_\_\_

Work performed: \_\_\_\_\_

Did you supervise any employees in this position? Yes  No  If yes, how many? \_\_\_\_\_

Supervisor's Name and Title \_\_\_\_\_

May we contact this employer for references if you are considered for this position? Yes  No

Reason for Leaving \_\_\_\_\_

3) Employer \_\_\_\_\_

Address, City, State, Country \_\_\_\_\_

Dates worked from \_\_\_\_\_ to \_\_\_\_\_ Employer Phone # \_\_\_\_\_  
(month & year) (month & year)

Ending Title: \_\_\_\_\_ Ending Wage \$ \_\_\_\_\_ per \_\_\_\_\_

Work performed: \_\_\_\_\_

Did you supervise any employees in this position? Yes  No  If yes, how many? \_\_\_\_\_

Supervisor's Name and Title \_\_\_\_\_

May we contact this employer for references if you are considered for this position? Yes  No

Reason for Leaving \_\_\_\_\_

4) Employer \_\_\_\_\_

Address, City, State, Country \_\_\_\_\_

Dates worked from \_\_\_\_\_ to \_\_\_\_\_ Employer Phone # \_\_\_\_\_  
(month & year) (month & year)

Ending Title: \_\_\_\_\_ Ending Wage \$ \_\_\_\_\_ per \_\_\_\_\_

Work performed: \_\_\_\_\_

Did you supervise any employees in this position? Yes  No  If yes, how many? \_\_\_\_\_

Supervisor's Name and Title \_\_\_\_\_

May we contact this employer for references if you are considered for this position? Yes  No

Reason for Leaving \_\_\_\_\_

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date. I authorize the investigation of any or all statements contained in this application. I understand that this application, verbal statements by management, or subsequent employment does not create an express or implied contract of employment nor guarantee employment for any definite period of time. I understand that, if hired, I have been hired at the will of the employer and my employment may be terminated at any time, with or without reason and with or without notice. I have read, understand, and by my signature consent to these statements.

Signature \_\_\_\_\_ Date \_\_\_\_\_



# JOB APPLICANT DEMOGRAPHIC DATA

It is Pikes Peak Library District's policy to provide equal employment opportunity to all qualified applicants for employment without regard to race, religion, color, sex, age, national origin, disability, pregnancy, sexual orientation, military status, or any other status protected by law or regulation. To assist us in understanding the demographics of who is applying for jobs at PPLD, we are asking all employment applicants to **VOLUNTARILY and ANONYMOUSLY** complete this form. Data collected will be used for statistical reporting purposes only and to measure the effectiveness of our diversity recruiting efforts. This information is kept confidential, is maintained separately from the employment application, and is not forwarded to selecting authorities. Be assured that it has no bearing on your potential for employment with PPLD. Any information left blank will indicate your wish to withhold that particular information. Thank you for your cooperation!

~~~~~  
POSITION APPLIED FOR: _____ **DATE:** _____
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Please place an "X" on the appropriate line for each category.

**RACIAL OR ETHNIC ORIGIN:**

- Asian
- American Indian or Alaskan Native
- Black or African American
- Hispanic or Latino
- Native Hawaiian/other Pacific Islander
- White

**GENDER:**

- Female
- Male

**DISABILITY:**

- I do not consider myself as disabled.
- I consider myself to be disabled.

**AGE:**

- Under 18
- 18 to 39
- 40 and over

**VETERAN STATUS:**

- I am not a military veteran.
- I am a Vietnam-era veteran.
- I am a military veteran other than the Vietnam-era.
- I am a disabled veteran.
- I am a recently discharged veteran.

**HOW DID YOU LEARN ABOUT THIS VACANT POSITION?**

- Job Fair
- Local agency
- PPLD website
- Professional journal
- Other: \_\_\_\_\_
- Friend or family member
- Newspaper ad in \_\_\_\_\_
- Website address: \_\_\_\_\_