

# Asotin County Library Employment Application – Maintenance Supervisor An Equal Opportunity Employer

Prior to beginning work, candidate will be required to submit proof of eligibility to be employed in the United States.

**PLEASE PRINT**

Application Date \_\_\_\_\_

PERSONAL DATA

Name \_\_\_\_\_

Address \_\_\_\_\_

Home phone \_\_\_\_\_ Other Phone \_\_\_\_\_

Email address \_\_\_\_\_

EDUCATION

High School \_\_\_\_\_

	Name & Address	Dates	Diploma/Degree
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College \_\_\_\_\_

	Name & Address	Dates	Diploma/Degree
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Graduate School \_\_\_\_\_

	Name & Address	Dates	Diploma/Degree
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Other \_\_\_\_\_

Were you known by any other name at any school or job listed? If yes, what name? \_\_\_\_\_

EXPERIENCE AND SKILLS

Please tell us about your previous janitorial and/or maintenance experience.

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

Please tell us about any supervisory experience you may have.

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

**This position requires lifting 40+ pounds, pushing, pulling, stooping, and kneeling.**

Are you capable of performing these essential duties? \_\_\_\_\_ Yes \_\_\_\_\_ No

EMPLOYMENT RECORD and/or any appropriate volunteer work.

Please complete in full with the most current/recent position first.

May we contact your current employer? \_\_\_\_\_ Yes \_\_\_\_\_ No

Employer Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ From (mo/yr) \_\_\_\_\_

Supervisor \_\_\_\_\_ To (mo/yr) \_\_\_\_\_

Your position \_\_\_\_\_ Start pay \_\_\_\_\_ End Pay \_\_\_\_\_

Duties and responsibilities \_\_\_\_\_

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

Reason for leaving \_\_\_\_\_

Employer Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ From (mo/yr) \_\_\_\_\_  
Supervisor \_\_\_\_\_ To (mo/yr) \_\_\_\_\_  
Your position \_\_\_\_\_ Start pay \_\_\_\_\_ End Pay \_\_\_\_\_  
Duties and responsibilities \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for leaving \_\_\_\_\_

Employer Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ From (mo/yr) \_\_\_\_\_  
Supervisor \_\_\_\_\_ To (mo/yr) \_\_\_\_\_  
Your position \_\_\_\_\_ Start pay \_\_\_\_\_ End Pay \_\_\_\_\_  
Duties and responsibilities \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for leaving \_\_\_\_\_

**REFERENCES**

NAME ADDRESS PHONE

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Asotin County Library will do a background check on all newly hired employees as required by State law.**

Have you ever been convicted of a crime? \_\_\_\_\_ yes \_\_\_\_\_ no

If yes, please explain. \_\_\_\_\_  
\_\_\_\_\_

**Asotin County Library requires a pre-employment drug test.**

I understand that by signing the application below, I consent to the Asotin County Library's right to require me to submit to a test for the presence of drugs in my system prior to employment.

I certify that all answers or statements I have made on this application or on my resume or other supplementary materials are true and correct without omissions. I acknowledge that any false statements or misrepresentation on this application or supplementary materials will be cause for refusal to hire or for immediate dismissal from employment at any time during the period of my employment. I authorize the Asotin County Library to contact any of my past employers to obtain information concerning my previous employment and/or education, except as otherwise indicated. I release Asotin County Library from all claims and liabilities of any nature arising from such investigations or the supplying of information for such investigations.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

