

**AMES PUBLIC LIBRARY**

Application Form

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| **Contact Information** |
| Last Name: | First Name: | Middle Initial: |
| Current Address:  | City: | State: | Zip Code: |
| Phone: | Email: | Preferred Form of Contact: |

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| **Personal Information** |
| If offered this position, when would you be able to start?  |
| Types of shifts you will accept: Day [ ]  Evening [ ]  Weekend [ ]   |
| Are you available for work year round? | Yes [ ]  No [ ]  |
| If hired, can you show proof of your legal right to work in the U.S.? | Yes [ ]  No [ ]  |

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| **Education Information** |
| High School Diploma or GED? Yes [ ]  No [ ]  |
| College/University: | Major: | Degree? Yes [ ]  No [ ]   |
| College/University: | Major: | Degree? Yes [ ]  No [ ]   |
| If you are a student, what is your anticipated graduation date?  |

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| **Work Experience** |
| **Current Employment Information:** |
| Employer’s Name:  | Employer’s Address:  |
| Date you began working for this employer:  |
| Position(s) Held: | Duties:  |
| Employer’s Phone Number: | May we contact this employer? Yes [ ]  No [ ] *If no, please explain*:  |

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| **Past Employment Information:** |
| Employer’s Name & Address | Position(s) Held | Start & End Dates |
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| Duties:  |
| Reason For Leaving:  |
| Employer’s Name & Address | Position(s) Held | Start & End Dates |
|  |  |  |
| Duties:  |
| Reason For Leaving:  |
| Employer’s Name & Address | Position(s) Held | Start & End Dates |
|  |  |  |
| Duties:  |
| Reason For Leaving:  |

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| **Related Volunteer Experience:** |
| Organization Name | Position(s) Held | Start & End Dates |
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| Duties:  |

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| **References (Please list three.)** |
|  Name |  Primary Phone | Relationship |
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| **Agency-Wide Questions** |
| Do you have relatives working for the City of Ames? | Yes [ ]  No [ ]  |
| If you answered “Yes,” please list their name(s) and relationship(s):  |
| The City of Ames is subject to Iowa Code Chapter 22.7(18), known as the “Open Records Law,” which allows applications to be treated as public record with your consent. Do you consent to have your employment application materials released as public record upon request? (By indicating “No,” your application materials will remain confidential; however,if you are hired by the City of Ames, your application becomes public record.) | Yes [ ]  No [ ]  |

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| **Follow-Up Questions** |
| How did you hear about this position?  |
| What can you contribute to this position?  |
| I certify that the information provided in this applicationis true and correct. | Yes [ ]  No [ ]  |

**To submit your application:** When you have filled in all applicable fields, click on the File pull-down menu, then click on Save As. Save the file on your computer with a file name that is your last name (e.g. Smith.docx). E-mail the application and a cover letter to the person listed on the job posting.

*The City of Ames is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, creed, age, religion, sex, sexual orientation, gender identity, genetic information, ancestry, national origin, marital status, disability, or protected veteran status and will not be discriminated against. Note: Persons with disabilities must submit requests for ADA accommodations to the Human Resources Department.*