



# Lake Agassiz Regional Library

## APPLICATION FOR EMPLOYMENT

### I. EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of Lake Agassiz Regional Library (LARL) to provide equal employment opportunity for all, without discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, or age.

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### II. DATA PRIVACY NOTICE

The information requested on this application is intended to be used by LARL in determining suitability for employment for the position which you are currently seeking or may seek in the future. You are not legally required to provide any of the information on this form at this time. However, failure to provide complete, accurate information may result in LARL being unable or unwilling to offer employment to you. With respect to any special accommodations necessary for completing your application or the interview processes, LARL may be unable to provide the necessary accommodations if you do not provide the information in Section IV. The information on this application which is classified as private data under the Minnesota Government Data Practices Act will not be released outside LARL without your consent except as necessary for tax purposes or as otherwise required by state or federal law.

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### III. POSITION DESIRED

Position for which you are applying: \_\_\_\_\_

Location (branch): \_\_\_\_\_

Date available to begin employment: \_\_\_\_\_

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### IV. PERSONAL DATA

Name

\_\_\_\_\_  
Last

\_\_\_\_\_  
First

\_\_\_\_\_  
Middle

Address

\_\_\_\_\_  
Street

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

Home Phone \_\_\_\_\_

Alternate Phone \_\_\_\_\_

E-mail Address \_\_\_\_\_

Are you either a U.S. citizen or legally eligible to hold employment in the United States? Yes ☐ No ☐

Have you previously worked for the Lake Agassiz Regional Library? Yes ☐ No ☐

If yes, position held/location: \_\_\_\_\_

If yes, what name may your previous employment records be found? \_\_\_\_\_

Do you have any special needs which may necessitate accommodation in the interview process? Yes ☐ No ☐

If yes, describe the type of accommodation requested: \_\_\_\_\_

List all other names under which you have been employed or under which your employment/education records may be: \_\_\_\_\_

**V. WORK/VOLUNTEER EXPERIENCE** (List ALL work experience, and all relevant volunteer experience, most recent to be listed first)

Employer Name: \_\_\_\_\_  
Employer Address: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Job Duties: \_\_\_\_\_  
\_\_\_\_\_

Dates of Employment/Experience: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
\_\_\_\_\_

Employer Name: \_\_\_\_\_  
Employer Address: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Job Duties: \_\_\_\_\_  
\_\_\_\_\_

Dates of Employment/Experience: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
\_\_\_\_\_

Employer Name: \_\_\_\_\_  
Employer Address: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Job Duties: \_\_\_\_\_  
\_\_\_\_\_

Dates of Employment/Experience: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
\_\_\_\_\_

Employer Name: \_\_\_\_\_  
Employer Address: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Job Duties: \_\_\_\_\_  
\_\_\_\_\_

Dates of Employment/Experience: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
\_\_\_\_\_

Employer Name: \_\_\_\_\_  
Employer Address: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Job Duties: \_\_\_\_\_  
\_\_\_\_\_

Dates of Employment/Experience: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
\_\_\_\_\_

Add additional sheets if necessary

## VI. LICENSURE

List current licenses, registrations, or certificates relevant to the position for which you are applying.

<u>License/No.</u>	<u>Issued By</u>	<u>Date</u>	<u>Expiration</u>

*All applicable licenses or certifications must be received in the Human Resources Office prior to employment commencing. If hired, you remain responsible for ensuring that all applicable licenses remain in effect.*

## VII. EDUCATION

Include high school and/or institution issued GED and any additional education/courses taken. Do not list dates of attendance for high school. List most recent first.

Name of School: \_\_\_\_\_  
Address of School: \_\_\_\_\_  
Degree/Diploma Received: \_\_\_\_\_  
Major/Minor: \_\_\_\_\_  
Dates of Attendance: \_\_\_\_\_

Name of School: \_\_\_\_\_  
Address of School: \_\_\_\_\_  
Degree/Diploma Received: \_\_\_\_\_  
Major/Minor: \_\_\_\_\_  
Dates of Attendance: \_\_\_\_\_

Name of School: \_\_\_\_\_  
Address of School: \_\_\_\_\_  
Degree/Diploma Received: \_\_\_\_\_  
Major/Minor: \_\_\_\_\_  
Dates of Attendance: \_\_\_\_\_

Name of School: \_\_\_\_\_  
Address of School: \_\_\_\_\_  
Degree/Diploma Received: \_\_\_\_\_  
Major/Minor: \_\_\_\_\_  
Dates of Attendance: \_\_\_\_\_

Name of School: \_\_\_\_\_  
Address of School: \_\_\_\_\_  
Degree/Diploma Received: \_\_\_\_\_  
Major/Minor: \_\_\_\_\_  
Dates of Attendance: \_\_\_\_\_

Add additional sheets if necessary

List/describe any other training and/or experience relevant to the position for which you are applying: \_\_\_\_\_

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## VIII. REFERENCES

This should be people in a position to discuss your qualifications for the position you seek. Include especially managers, directors, or heads of departments under whom you have worked. Indicate any who are related to you. LARL reserves the right to contact all prior employers, educational institutions or institutions where you have volunteered in addition to the references listed below.

Name of Reference: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Title: \_\_\_\_\_

Name of Reference: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Title: \_\_\_\_\_

Name of Reference: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Title: \_\_\_\_\_

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## IX. CRIMINAL BACKGROUND INFORMATION

LARL will request information regarding criminal history in the event that you become a finalist for the position for which you are applying. For certain positions, criminal background information will be requested during the application stage. Further, LARL may conduct a criminal background check on individuals upon making a contingent job offer. Please refer to the job description for this position to determine if such a check will be conducted, no offer of employment shall become final until receipt of the results of the criminal background check from the BCA, the content of which is acceptable to LARL, and formal approval by the appointing authority.

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## X. VETERAN STATUS

Are you an honorably discharged veteran of the armed forces of the United States or are you otherwise eligible to claim Veteran's Preference Points? Yes ☐ No ☐

Are you the spouse of a deceased honorably discharged veteran or disabled veteran who is unable to work due to such disability? Yes ☐ No ☐

Do you wish to claim Veteran's Preference Points? Yes ☐ No ☐

If you are a disabled veteran and wish to claim additional points, please check here. ☐

Proof of applicable military status/eligibility, such as a DD214 form, will be required in order to claim credits. Please attach DD214 or forward it within five (5) business days.

## XI. PRIOR EMPLOYMENT

Have you ever been discharged or forced to resign from prior employment, other than in relation to a human rights charge or lawsuit in which you were the claimant/plaintiff? Yes ☐ No ☐

If so, identify the employer and describe the circumstances:

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## XII. PERSONAL STATEMENT

Please indicate why you are interested in the position and what you hope to accomplish if you are selected:

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## XIII. UNEXCUSED ABSENCE FROM WORK

How many days were you inexcusably absent from work during the preceding three (3) years other than absences due to illness or injury of you or your immediate family? \_\_\_\_\_

## XIV. CERTIFICATION, ACKNOWLEDGEMENT AND RELEASE

**I certify** that the answers I have given on this application are true and correct to the best of my knowledge. I understand that any false or misleading information provided, or any omission or concealment of facts, will disqualify me from employment, and constitutes ground for my immediate dismissal should I be employed by Lake Agassiz Regional Library.

**I understand, acknowledge and agree** that no offer of employment is valid or binding until formal approval by the Director or the appointing authority referenced in the job description and that until such approval that LARL shall not be liable for any reliance on any oral or written offers of employment made to me.

In connection with this application **I hereby authorize** any and all current and former employers, organizations where I have volunteered ("volunteer organizations") and references named in this application, or any agent of such a former employer or volunteer organizations, to release to LARL and its agents any and all information regarding my job performance and fitness/qualifications to perform the position I am presently seeking and any other employment or related information, both public and private, in their possession. I understand that LARL will use this information to determine my fitness/qualifications for the position I am seeking. This authorization expires one year from my signature, below.

**I hereby release** LARL and all former employers, volunteer organizations and references listed herein and any and all agents acting on behalf of LARL, former employers, volunteer organizations or references, for any and all liability whatever nature by reason of requesting or providing such information.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Applicant (typed)

If this application is submitted electronically, a physical signature will be required if/when an interview is granted.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant (do not print)