



**Belvedere  
Tiburon  
Library**

## Employment Application

1501 Tiburon Blvd., Tiburon, CA 94920  
415-789-2665  
[www.beltribrary.org](http://www.beltribrary.org)

### Applicant Information

*Applications must be completed and submitted by the posting date and time for consideration.  
Incomplete applications will not be reviewed.*

Position Applied for \_\_\_\_\_ Date \_\_\_\_\_

Full Name \_\_\_\_\_  
Last First M.I.

Address \_\_\_\_\_  
Street Address Apartment/Unit #

City State ZIP Code

Phone \_\_\_\_\_ Email \_\_\_\_\_

Do you have a valid California Driver's License? YES  NO  You may be required to provide proof of Driver's License

Are you a citizen of the United States? YES  NO  If no, are you authorized to work in the U.S.? YES  NO

Do you have any relatives working for the Town of Tiburon, City of Belvedere or this Library? YES  NO  If yes, please provide name and relation \_\_\_\_\_

### Education

High School/GED \_\_\_\_\_ City, State \_\_\_\_\_

Did you graduate? YES  NO  Diploma or Total Units Completed \_\_\_\_\_ Month/Year Completed \_\_\_\_\_

College \_\_\_\_\_ City, State \_\_\_\_\_

Did you graduate? YES  NO  Degree or Total Units Completed \_\_\_\_\_ Month/Year Completed \_\_\_\_\_

Other \_\_\_\_\_ City, State \_\_\_\_\_

Did you graduate? YES  NO  Degree or Total Units Completed \_\_\_\_\_ Month/Year Completed \_\_\_\_\_

## Previous Employment

List your previous employment, starting with your present or most recent employer. Attach additional sheets if necessary. Resumes may be attached but will not be accepted as a substitute for completing this section.

Employer \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Supervisor \_\_\_\_\_  
Job Title \_\_\_\_\_ Hours Per Week \_\_\_\_\_  
Responsibilities \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employed From \_\_\_\_\_ To \_\_\_\_\_ Reason for Leaving \_\_\_\_\_  
Month/Year Month/Year  
May we contact your previous supervisor for a reference? YES NO

Employer \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Supervisor \_\_\_\_\_  
Job Title \_\_\_\_\_ Hours Per Week \_\_\_\_\_  
Responsibilities \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employed From \_\_\_\_\_ To \_\_\_\_\_ Reason for Leaving \_\_\_\_\_  
Month/Year Month/Year  
May we contact your previous supervisor for a reference? YES NO

Employer \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Supervisor \_\_\_\_\_  
Job Title \_\_\_\_\_ Hours Per Week \_\_\_\_\_  
Responsibilities \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employed From \_\_\_\_\_ To \_\_\_\_\_ Reason for Leaving \_\_\_\_\_  
Month/Year Month/Year  
May we contact your previous supervisor for a reference? YES NO

## Skills and Qualifications

Are you fluent in any languages other than English? Check all that apply

Language \_\_\_\_\_ Understand  Speak  Read  Write   
Language \_\_\_\_\_ Understand  Speak  Read  Write

List any skills you possess relevant to the position for which you are applying.

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List any relevant licenses or certifications, including the year issued.

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List any job-related organizations, clubs, professional service groups, or other associations to which you belong.

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## References

*Please list three professional references. References may be contacted at any point during the application and review period.*

Full Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Organization/  
Affiliation \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_

Full Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Organization/  
Affiliation \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_

Full Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Organization/  
Affiliation \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_

## Disclaimer and Signature

*I hereby certify that all statements made in this application are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. I further agree to submit to a pre-employment background check.*

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