

# Westbank Community Library District

## Interested in working for us?

The Westbank Community Library District currently has no open positions. Tell us about yourself and the kind of work you are interested in so we can consider you for future job openings. We will need a full application from you at that time. Please watch our website for openings!

If you are accessing this document online, you can either add text to it using an online utility (like fillanypdf.com) or print it out and fill it in manually (print or type). It can be returned in person, by mail or fax, or via email.

Today's Date: \_\_\_\_\_

**Areas of interest in the library (tick all that apply):**

- \_\_\_\_\_ Librarian (requires an MLS degree)
  - \_\_\_\_\_ Reference
  - \_\_\_\_\_ Collection Development
  - \_\_\_\_\_ Cataloging
  - \_\_\_\_\_ Programming (includes adult and children's programs)
  - \_\_\_\_\_ Public Relations
- \_\_\_\_\_ Circulation (strong customer service skills)
- \_\_\_\_\_ Administration (strong organizational and communication skills)
- \_\_\_\_\_ Finance
- \_\_\_\_\_ Technical services (materials processing)
- \_\_\_\_\_ System administration (computer management)
- \_\_\_\_\_ Building Management
- \_\_\_\_\_ Custodial

Name: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**EDUCATION:**

College/ High School	Hours Completed / Degree	Major Study
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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Computer skills:      Slight \_\_\_\_      Moderate \_\_\_\_      Above average \_\_\_\_      Extensive \_\_\_\_

Software you have used and level of competency: \_\_\_\_\_

\_\_\_\_\_

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**SPECIAL SKILLS AND QUALIFICATIONS:**

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**EMPLOYMENT RECORD:** Please indicate employment for the past 10 years, starting with the most recent. You may include military service and volunteer work. Use additional sheets if necessary.

Employer:				
Mailing Address:				
Phone:	Circle one:	Full-time	Part-time	Summer
Job Title:	From:	To:		

Employer:				
Mailing Address:				
Phone:	Circle one:	Full-time	Part-time	Summer
Job Title:	From:	To:		

Employer:				
Mailing Address:				
Phone:	Circle one:	Full-time	Part-time	Summer
Job Title:	From:	To:		

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

You may take this opportunity to make additional comments on the reverse side or a separate sheet if you wish. It is the policy of the Westbank Library District not to discriminate against any applicant on the basis of gender, age, religion, race, marital status, sexual preference, national origin, or disability.

Refer questions to Human Resources • [humanresources@westbanklibrary.com](mailto:humanresources@westbanklibrary.com)  
Westbank Community Library District • 1309 Westbank Drive • Austin, TX 78746