



# Westbank Community Library District Application for Employment

Route to Human Resources

Please submit this application with a cover letter and resume. We accept applications on a rolling basis for all positions. If an opening becomes available within the next year, we may contact you. Please direct any communication or questions to [humanresources@westbanklibrary.com](mailto:humanresources@westbanklibrary.com).

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## Your Contact Information

First Name

Last Name

E-mail Address

Phone Number

Home Address

What type of position are you applying for?

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## Education

High school graduate or equivalent?

Yes

No

Undergraduate Studies (institution/location/hours/degree/areas of study)

Graduate Studies (institution/location/hours/degree/areas of study)

Special Skills and Qualifications

**Employment Record:** Document employment for the past ten years, starting with the most recent. Include military service.

<b>Employer</b>			<b>Start Date</b>		<b>End Date</b>
Job Title			Name of supervisor		
Check One:	Full	Part-time	Is it okay to contact this employer?	Yes	No
Reason For Leaving					

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<b>Employer</b>			<b>Start Date</b>		<b>End Date</b>
Job Title			Name of supervisor		
Check One:	Full	Part-time	Is it okay to contact this employer?	Yes	No
Reason For Leaving					

<b>Employer</b>			<b>Start Date</b>		<b>End Date</b>
Job Title			Name of supervisor		
Check One:	Full	Part-Time	Is it okay to contact this employer?	Yes	No
Reason For Leaving					

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*Please attach additional sheets if more room is needed.*

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## Professional References

First Name

Last Name

Relationship

E-mail Address

Phone

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First Name

Last Name

Relationship

E-mail Address

Phone

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First Name

Last Name

Relationship

E-mail Address

Phone

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If not submitting a resume, please use this space to detail work experience:

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**Optional Information for Potential Drivers**

Because employees are scheduled at both of our locations and may move between libraries during the day, we request driving information.

Do you have a valid Texas Drivers License?	Are you covered by insurance to drive as required by Texas law?	Do you authorize the library to check your driving record?	TX DL number and expiration date
Yes	Yes	Yes	
No	No	No	

I authorize investigation of all statements contained in this application. I certify that the foregoing statements as well as those on any portion of this employment application packet are to the best of my knowledge true and correct and that they are all given on my own free will. I agree that any misstatement(s) as to material facts will constitute grounds for unfavorable consideration or dismissal from employment. A criminal history check will be performed on all potential employees.

Applicant Signature

Date

Alternatively, you may digitally sign this application here.

Westbank Community Library District  
1309 Westbank Drive  
Austin Texas 78746  
humanresources@westbanklibrary.com  
Phone (512) 327-3045  
Fax (512) 381-1421

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You may take this opportunity to make additional comments. It is the policy of the Westbank Community Library not to discriminate against any applicant on the basis of gender, age, religion, race, marital status, sexual orientation, national origin, or disability.

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