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 If an opening becomes available within the next year, we may contact you.

Your Contact Information

First Name

Last Name

E-mail Address

Phone Number

Home Address

What type of position are you applying for?

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.*

Employer

Start Date

End Date

Job Title

Name of supervisor

Check One: Full Part-time

Is it okay to contact this employer? Yes No

Reason For Leaving

Employer

Start Date

End Date

Job Title

Name of supervisor

Check One: Full Part-time

Is it okay to contact this employer? Yes No

Reason For Leaving

Employer

Start Date

End Date

Job Title

Name of supervisor

Check One: Full Part-Time

Is it okay to contact this employer? Yes No

Reason For Leaving

Please attach additional sheets if more room is needed.

Professional References

First Name

Last Name

Relationship

E-mail Address

Phone

First Name

Last Name

Relationship

E-mail Address

Phone

First Name

Last Name

Relationship

E-mail Address

Phone

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

During the past five years, have you ever been found guilty or pleaded "no contest" to a felony offense?

◯ Yes ◯ No

If the answer is yes, please explain in detail so the circumstances of your case may be taken into account.

Optional Information for Potential Drivers

Do you have a valid Texas Drivers License?

◯ Yes
◯ No

Are you covered by insurance to drive as required by Texas law?

◯ Yes
◯ No

Do you authorize the library to check your driving record?

◯ Yes
◯ No

TX DL number and expiration date

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

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

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.