

**APPLICATION FOR EMPLOYMENT AS THE ACPL BOOKKEEPER
25 HOURS PER WEEK
ALBANY COUNTY PUBLIC LIBRARY**

Name _____ Date _____

Street Address _____

City _____ State _____ Zip code _____

E-Mail _____ Phone _____

You may attach a resume and use additional paper as needed.

EDUCATION

Institution	Major/Minor	Degree
Accounting Courses:		

WORK EXPERIENCE (list most recent first and list all)

Employer & Address	Position	Hours worked/week	Dates of Employment	Duties	Reason for Leaving

Library/Bookstore Experience

Employer & Address	Position	Hours worked/week	Dates of Employment	Duties	Reason for Leaving

Specific Knowledge: Describe your experience with the following:

A/P & A/R:

P/R:

Over please

Accounting software (name the brand/s):

Online banking:

Reports and Procedures:

References: Provide the names of three people who know something about your skills and experience (not family members or personal friends). Teachers or supervisors are appropriate. We call long distance.

Name	Position Company Address	Email & Phone include area code	Relationship	Direct Supervisor?

I give permission for these references to be asked about their knowledge of my job-related skills and past work experience:

Have you ever been convicted of a felony? _____ If yes, please provide the nature of the offense, when and where the conviction occurred, the sentence received and in what court the conviction was filed.

Do you have a valid driver's license and good driving record? _____ **Documentation will be required. No major violations in the past five years, including DUI, reckless driving, leaving the scene of an accident, and homicide with a vehicle.**

"I affirm that the answers provided in this application are accurate and complete. I understand that providing false or incomplete information may result in my application not being considered or in disciplinary action, including my termination, if the false or incomplete information is discovered after my employment."

Please sign here: _____ Date: _____

Statement: In fifty words or more and in your own handwriting, tell why this job interests you. Add anything else you think we should know.

Where did you hear about this job opening? _____

Thank you for your application. Position will remain open until filled. Turn applications in at the circulation desk, by mail to 310 S. 8th St. Laramie WY, 82070 attn: Sam Farstad, or via e-mail to sfarstad@albanycountylibrary.org. Please direct questions to Sam Farstad, Administrative Services Manager, at 307-721-2580 x 5442 or sfarstad@albanycountylibrary.org.



Albany County Public Library
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