

## SHELVER APPLICATION ONLY

**INSTRUCTIONS:** This application is part of the examination process. It must be completely filled out and signed to be accepted for review. Late and/or incomplete applications will be rejected.

**PLEASE PRINT OR TYPE**

JOB/EXAMINATION TITLE: \_\_\_\_\_

NAME: \_\_\_\_\_  
LAST FIRST MIDDLE INITIAL

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PRIMARY PHONE: \_\_\_\_\_ SECONDARY PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

**DRIVER'S LICENSE:** Complete this section if required for the position you are applying for: ☐ Yes ☐ No

State: \_\_\_\_\_ Number: \_\_\_\_\_ Class: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Have you ever been discharged or requested to resign from any position for misconduct or unsatisfactory service? ☐ Yes ☐ No

Please explain fully in the space provided:

**AUTHORITY EMPLOYMENT:**

Are you related to anyone employed by the Sacramento Public Library ? ☐ Yes ☐ No

1. Did you graduate from High School or receive a GED? ☐ Yes ☐ No  
2. High School Attended:

**EDUCATION AND TRAINING**

(Only education and training which relates to the qualifications required for the position for which you are applying need to be listed)

Name And Location of College or University	Major Subject	Dates Attended From To		Units Completed Semester/Quarter		List Degree Earned and Graduation Date

Specialized training which yielded certification, accreditation or license, etc.:

Type of Training: \_\_\_\_\_

Institution: \_\_\_\_\_

Certification, Accreditation or License, Date: \_\_\_\_\_

## EXPERIENCE

Begin with your most recent position. List all jobs separately. You may attach a resume but be sure to include all information requested below. Use additional sheets if needed.

I have no prior work experience ☐

<b>Employed</b> From: _____ / _____ Mo. Yr. To: _____ / _____ Mo. Yr. Salary: _____	Your Title: _____ Hours/Week: _____ Your Duties: _____ _____ _____ This job was: <input type="checkbox"/> Paid <input type="checkbox"/> Volunteer <input type="checkbox"/> No. of People Supervised: _____	Employer: _____ Address: _____ _____ Reason for Leaving: _____
<b>Employed</b> From: _____ / _____ Mo. Yr. To: _____ / _____ Mo. Yr. Salary: _____	Your Title: _____ Hours/Week: _____ Your Duties: _____ _____ _____ This job was: <input type="checkbox"/> Paid <input type="checkbox"/> Volunteer <input type="checkbox"/> No. of People Supervised: _____	Employer: _____ Address: _____ _____ Reason for Leaving: _____
<b>Employed</b> From: _____ / _____ Mo. Yr. To: _____ / _____ Mo. Yr. Salary: \$ _____	Your Title: _____ Hours/Week: _____ Your Duties: _____ _____ _____ This job was: <input type="checkbox"/> Paid <input type="checkbox"/> Volunteer <input type="checkbox"/> No. of People Supervised: _____	Employer: _____ Address: _____ _____ Reason for Leaving: _____
<b>Employed</b> From: _____ / _____ Mo. Yr. To: _____ / _____ Mo. Yr. Salary: \$ _____	Your Title: _____ Hours/Week: _____ Your Duties: _____ _____ _____ This job was: <input type="checkbox"/> Paid <input type="checkbox"/> Volunteer <input type="checkbox"/> No. of People Supervised: _____	Employer: _____ Address: _____ _____ Reason for Leaving: _____

May we contact your current or most recent employer?

☐ Yes

☐ No

**DISABLED APPLICANTS:** The Sacramento Public Library will make reasonable accommodations in the exam process to accommodate disabled applicants. If you are invited to participate in any test process and have a disability for which you require an accommodation, please contact the Sacramento Public Library Human Resources Department 916-264-2758.

I hereby certify that all statements made in this application are true and I agree and understand that any misstatement or omission of material fact will cause forfeiture on my part of all rights of employment with the Sacramento Public Library. I authorize investigation of all matters contained in this application. If offered a position, I further agree to be fingerprinted, to sign an oath or office, and to furnish proof of age, education, either citizenship or the legal right to work in the United States of America. Additionally, submit to a urine drug screen test and review of my DMV driving record (if job related) upon my appointment.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SACRAMENTO PUBLIC LIBRARY AUTHORITY**

\_\_\_\_\_  
**Job/Examination Title**

\_\_\_\_\_  
**DATE**

**EQUAL EMPLOYMENT OPPORTUNITY QUESTIONNAIRE**

**Applicant:** This completed section is confidential and will be detached from your application. This information is voluntary and is gathered in accordance with State and Federal laws for the purpose of evaluating the effectiveness of our equal opportunity policy and recruitment efforts. This information will not be used for employment discussions.

**CHECK ONE:**     ☐ Male                      ☐ Female

PLEASE CHECK ONE BOX ONLY FOR THE RACIAL/ETHNIC CATEGORY WITH WHICH YOU MOST CLOSELY IDENTIFY WITH (SEE BELOW FOR THE ETHNIC and RACIAL DEFINITIONS.)

- ☐ **HISPANIC OR LATINO:** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
- ☐ **WHITE (Not Hispanic or Latino):** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- ☐ **BLACK OR AFRICAN AMERICAN (Not Hispanic or Latino):** A person having origins in any of the black racial groups of Africa.
- ☐ **Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino):** A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- ☐ **ASIAN (Not Hispanic or Latino):** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- ☐ **AMERICAN INDIAN (Not Hispanic or Latino):** A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
- ☐ **TWO OR MORE RACES (Not Hispanic or Latino):** All persons who identify with more than one of the above five races.

**VETERANS STATUS**   ☐ YES   ☐ No