



# Employment Application Packet

Employment Opportunities are posted at all KCLS libraries, on our jobline, 425.369.3222, and at [www.kcls.org](http://www.kcls.org).

An Equal Opportunity Employer

kcls.org

## How to Apply for a Position

- Once you read all materials carefully, complete the following items in full, even if you submit a resumé:
  - Applicant Data Sheet
  - Applicant Work History
  - Supplemental Questionnaire (if applicable)
  - Applicant References Form
  - Applicant Disclosure Form
  - Notification Letter
  - Equal Employment Opportunity Data (optional)
- To help with processing your application, enter the specific job number (see the Equal Employment Opportunity Announcement) on the Applicant Data Sheet. (Please submit a complete application for each position to which you apply.)
- A neat and legible application helps us evaluate your information effectively. To ensure your application can be easily reviewed, complete online or print neatly with dark ink.
- Double check your application before submitting materials, ensuring they are complete and signed.
- Return your materials to the location specified on the Employment Opportunity announcement. You may use U.S. Mail, email, or facsimile (425.369.3214). U.S. Mail allows for the cleanest copy for review and scanning.

## After Your Application is Received by KCLS

- All applications received are reviewed based on knowledge skills and abilities required of the specific job opening.
- You will be notified regarding the status of your application within four to eight weeks of the application review date or deadline.
- If you are selected for an interview, you will be contacted.
- If you apply for, and are accepted into a pool, you will automatically receive consideration for any opening that may occur in that same job class while you are active in the pool.

**Note: Be sure to notify us of any change to your contact information to ensure our ability to reach you.**

**Applicants with disabilities who require assistance with the recruitment process will be accommodated to the extent reasonably possible. To request accommodations call 425.369.3224**

The King County Library System (KCLS) is an Equal Opportunity Employer committed to diversity in the workplace. KCLS strongly encourages qualified men and women of any age, race/ethnicity, religion, ancestry, ability/disability, sexual orientation, physical appearance, socio-economic level, level of education, national origin and marital status to apply.



# Applicant Data

If you are applying for a position, complete this form and attach a completed Applicant Work History, Application Disclosure and Applicant References Form. Check the box and include the information below.

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I am applying for: \_\_\_\_\_ Job #: \_\_\_\_\_

- **Please note:** Individuals applying for a position that requires a Masters Degree in Librarianship (MLS) must obtain a Washington State Librarian's Certificate prior to employment.

Please indicate your employment interest by checking the appropriate box. To ensure your application can be accurately reviewed, complete online or print neatly with dark ink.

- I am interested in regular employment **and** working as a substitute in this job class.
- I am **only** interested in working as a substitute in this job class.
- I am **only** interested in regular employment in this job class.

If you are updating information for an existing application, complete and submit the appropriate page.

- Change my address
- Change my phone number
- Change desired location and/or hours *(Pool Applicants)*

## General Information

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Check preferred method(s) to contact you:

- Home Phone (\_\_\_\_\_) \_\_\_\_\_
- Cell Phone (\_\_\_\_\_) \_\_\_\_\_
- Other Phone (\_\_\_\_\_) \_\_\_\_\_
- Email \_\_\_\_\_

Are you under 18 years of age?  Yes  No When would you be able to begin work? \_\_\_\_\_

Desired Salary: \_\_\_\_\_

List any other name used during employment or while in school \_\_\_\_\_

If you are a current or former employee of the King County Library System, please check the appropriate box and complete the position information.  Current  Former

List position title and location: \_\_\_\_\_

Verified by Human Resources

Do you have any relatives working at KCLS?  Yes  No

If yes, who? Name \_\_\_\_\_ Department \_\_\_\_\_ Relationship \_\_\_\_\_

Can you provide proof of legal eligibility for employment in the U.S. within three business days of the date employment begins?  Yes  No



# Applicant Data

**At which cluster(s) are you available to work?** A cluster is a group of 2-4 community libraries. If you check a box, you must be available to work at **all** community libraries within that cluster.

<input type="checkbox"/> <b>Any cluster in East Region</b>	<input type="checkbox"/> <b>Any cluster in North Region</b>	<input type="checkbox"/> <b>Any cluster in South Region</b>
<input type="checkbox"/> Bellevue Regional/Lake Hills/Crossroads	<input type="checkbox"/> Bothell Regional/Kenmore/Lake Forest Park	<input type="checkbox"/> Algona-Pacific/Auburn/Muckleshoot
<input type="checkbox"/> Fall City/Snoqualmie/North Bend	<input type="checkbox"/> Richmond Beach/Shoreline	<input type="checkbox"/> Black Diamond/Covington/Maple Valley
<input type="checkbox"/> Issaquah/Sammamish	<input type="checkbox"/> Skykomish*/Woodinville/Duvall/Carnation	<input type="checkbox"/> Boulevard Park/Burien/ Vashon*/White Center/Greenbridge
<input type="checkbox"/> Kingsgate/Kirkland/Redmond Regional	<i>*Skykomish staff may not work at other locations within their cluster.</i>	<input type="checkbox"/> Des Moines/Kent Regional/Woodmont
<input type="checkbox"/> Mercer Island/Newport Way		<input type="checkbox"/> Fairwood/Valley View/Southcenter
<input type="checkbox"/> <b>Administrative Office</b>	<input type="checkbox"/> <b>Outreach Services</b>	<input type="checkbox"/> Federal Way 320th/Federal Way Regional
<input type="checkbox"/> Service Center—Issaquah	<input type="checkbox"/> Institutional Library: Youth Service Center	<input type="checkbox"/> Foster/Skyway/Tukwila
<input type="checkbox"/> Shipping—Preston	<input type="checkbox"/> Traveling Library Center	<i>*Vashon staff may not work at other locations within their cluster.</i>
<input type="checkbox"/> Other (Specify): _____		

### How many hours per week are you interested in working? (Check all that apply)

- Substitute (on call)    
  Less than 16 hours (Library Page only)    
  20 to 29 hrs    
  30 to 40 hrs    
  Full-time only

### How did you learn about this opening?

- |                                                                                     |                                                          |
|-------------------------------------------------------------------------------------|----------------------------------------------------------|
| <input type="checkbox"/> KCLS Web site (How did you hear about our Web site?) _____ | <input type="checkbox"/> Job fair: specify _____         |
| <input type="checkbox"/> KCLS Jobline                                               | <input type="checkbox"/> Listserv: specify _____         |
| <input type="checkbox"/> Posting at community library                               | <input type="checkbox"/> Online job Board: specify _____ |
| <input type="checkbox"/> School placement office: specify _____                     | <input type="checkbox"/> Newspaper: specify _____        |
| <input type="checkbox"/> KCLS employee: specify _____                               | <input type="checkbox"/> Community agency: specify _____ |
|                                                                                     | <input type="checkbox"/> Other: specify _____            |

If the position requires a valid Washington State Driver's License, can you provide a copy of your license?     Yes     No

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name \_\_\_\_\_



# Applicant Work History

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Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

## Employment

Starting with your current or most recent employer, account for the past ten years of work history, including gaps in employment, military service and volunteer activities. You may write "See Resume" for information you have already included on your resume; however, you must complete employment date, salary information and supervisor name and phone number on the application.

*(If you need additional space, you may make photocopies of this page and fill in the information or attach additional sheets providing all of the required information for each work experience.)*

If currently employed, may we contact your present employer?  Yes  No

Employer _____	Job Title _____
Address _____	Employed From _____ to _____ Hours per week _____
City _____ State _____ Zip _____	Starting Pay \$ _____ Per <input type="checkbox"/> Hour <input type="checkbox"/> Month
Supervisor's Name/Title _____	Number of Employees Supervised by You _____
Supervisor's Phone ( _____ ) _____	Reason for Leaving _____
Duties _____	

Employer _____	Job Title _____
Address _____	Employed From _____ to _____ Hours per week _____
City _____ State _____ Zip _____	Starting Pay \$ _____ Per <input type="checkbox"/> Hour <input type="checkbox"/> Month
Supervisor's Name/Title _____	Number of Employees Supervised by You _____
Supervisor's Phone ( _____ ) _____	Reason for Leaving _____
Duties _____	

Employer _____	Job Title _____
Address _____	Employed From _____ to _____ Hours per week _____
City _____ State _____ Zip _____	Starting Pay \$ _____ Per <input type="checkbox"/> Hour <input type="checkbox"/> Month
Supervisor's Name/Title _____	Number of Employees Supervised by You _____
Supervisor's Phone ( _____ ) _____	Reason for Leaving _____
Duties _____	

School	Name and Location	Major Course of Study	Note Type of Degree Received or Write "Not Complete if in Progress"
High School	_____	_____	Check One <input type="checkbox"/> Diploma <input type="checkbox"/> GED
Undergraduate	_____	_____	_____
Graduate	_____	_____	_____
Vocational/Technical	_____	_____	_____

Language Skills

Language \_\_\_\_\_  Speak  Read  Write Proficiency  Beginner  Intermediate  Fluent

Language \_\_\_\_\_  Speak  Read  Write Proficiency  Beginner  Intermediate  Fluent

Language \_\_\_\_\_  Speak  Read  Write Proficiency  Beginner  Intermediate  Fluent

List any additional skills, abilities, volunteer activities or other experiences not included above that you feel are relevant to the job for which you are applying \_\_\_\_\_

Have you ever visited a KCLS library?  Yes  No or the KCLS Web site?  Yes  No

If yes, please describe your experience \_\_\_\_\_

Why do you want to work for KCLS? \_\_\_\_\_

Read and Sign

I hereby certify that all information on all application materials submitted by me to King County Library System is true, correct and complete.

I understand that falsifying or omitting facts or important information in any of my application materials is grounds for immediate dismissal. I give my consent for King County Library System to contact any of my references, employers (except as noted) and educational institutions regarding my qualifications and information pertaining to my work record, work habits and performance while in their employ or school. I release said parties from all liability for any damages which might result from issuing same.

I give permission for, and understand that with proper notification to me, the King County Library System will conduct a background check on me regarding criminal history information to be done by the Washington State Patrol or an equivalent inquiry to a federal law enforcement agency. This background check is in compliance with the Child/Adult Abuse Information Act (RCW 43.43.830 through 43.43.840).

I certify that I am legally eligible to be employed in the United States, or will provide proof of eligibility within three business days of the date employment begins.

If employed, I shall willingly comply with all rules and regulations of the King County Library System. I also understand that job placement does not guarantee permanent employment and that employment may be terminated at any time.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name \_\_\_\_\_



# Supplemental Questionnaire Library Assistant I–Employment Pool #2004-088

**You must complete this page if you are applying for the Library Assistant I–Employment Pool**

kcls.org

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

The following information applies to Library Assistant I positions that also serve as Library Technical Assistants (LTA). Hourly rate increases by \$1.15 per hour when the employee has passed the LTA training, and is approved by Human Resources for LTA pay.

### LTA Duties:

- Provide technical assistance to staff regarding the use of computer hardware and software.
- Receive, configure, and install new or replacement computer equipment/parts at branch library locations in coordination with Information Technology Services.
- Reset equipment when instructed by Information Technology Services.
- Perform routine/preventative maintenance on all computer equipment. Resolve printer problems and replace ink cartridges.
- Provide front-line troubleshooting, diagnosis and minor repair of hardware and software.
- Report equipment problems and resolutions to Information Technology Services.
- Work with Information Technology Services to solve common hardware, network, and software questions and problems over the phone or in person.
- Change or add to software configurations as directed by Information Technology Services.
- Perform duties associated to current Library Assistant, Intermediate Library Assistant or Senior Library Assistant position as directed.
- Perform other duties as assigned.

In addition to the education and experience information outlined for Library Assistant I positions, the Library Technical Assistant position requires one to two years specializing in computer hardware and software, plus classroom and on-the-job training to learn LTA functions.

**Please check one of the following and return this supplemental questionnaire with your application form.**

Are you interested in opportunities to work as a Library Technical Assistant?     Yes     No

If **yes**, please include a separate sheet with responses to the following two questions:

1. Give specific examples that demonstrate your ability and aptitude with computer technology. Include any computer troubleshooting you have done and your experience with Microsoft Word and Excel.
2. What steps would you take if something went wrong with a computer you own? If the computer seemed to be dead what would you do? If your monitor seemed to be dead, what would you do?

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name \_\_\_\_\_



# Applicant References Form

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Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

I am applying for: \_\_\_\_\_ Job # or area of interest: \_\_\_\_\_

## Professional References

Please list three business references. Do not list relatives or other non work-related contacts.

If you do not have three business references you may use references from volunteer or other non-paid experiences.

1.	Name _____	Job Title _____
	Employer _____	Relationship _____
	Address _____	Phone (_____) _____
	City _____ State _____ Zip _____	Fax (_____) _____
	Email _____	Years Known _____

2.	Name _____	Job Title _____
	Employer _____	Relationship _____
	Address _____	Phone (_____) _____
	City _____ State _____ Zip _____	Fax (_____) _____
	Email _____	Years Known _____

3.	Name _____	Job Title _____
	Employer _____	Relationship _____
	Address _____	Phone (_____) _____
	City _____ State _____ Zip _____	Fax (_____) _____
	Email _____	Years Known _____

## Read and Sign

I hereby certify that all information submitted by me to King County Library System is true, correct and complete.

I understand that falsifying or omitting facts or important information in any of my application materials is grounds for immediate dismissal. I give my consent for King County Library System to contact any of my references, employers (except as noted) and educational institutions regarding my qualifications and information pertaining to my work record, work habits and performance while in their employ or school. I release said parties from all liability for any damages that might result from issuing same.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name \_\_\_\_\_



# Applicant Disclosure Form

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Under Washington law, King County Library System is required to obtain a written disclosure from anyone applying for, or volunteering to work in a position that will or may involve unsupervised access to children under sixteen years of age, developmentally disabled persons, or vulnerable adults. In conjunction with this law, KCLS conducts a background inquiry with the Washington State Patrol on anyone who is offered and accepts a position. Successful completion of this background inquiry is a condition of employment with KCLS. Information obtained through this process may not necessarily prevent employment. However, it will be used to help determine suitability and competence to perform the job and, on this basis, may result in denial of employment. If you undergo this inquiry as a selected applicant, KCLS will notify you of the response it receives from Washington State Patrol within ten days after it arrives in Human Resources. A copy of the response will also be made available to you upon request.

- You must answer YES or NO to each listed question when you complete this form.
- If you answer yes to any question below, you must provide the following information on an attached sheet of paper along with your signature:

**1. Question Number; 2. Date of Conviction; 3. Offense; 4. Court & State Disposition Court; 5. An Explanation**

1. Have you ever been convicted of any crimes against children or other persons, as follows: aggravated murder; first or second degree murder; first or second degree kidnapping; first, second, or third degree assault; first, second, or third degree assault of a child; first, second, or third degree rape; first, second or third degree rape of a child; first or second degree robbery; first degree arson; first degree burglary; first or second degree manslaughter; first or second degree extortion; indecent liberties; incest; vehicular homicide; first degree promoting prostitution; communication with a minor; unlawful imprisonment; simple assault; sexual exploitation of minors; first or second degree criminal mistreatment; child abuse or neglect as defined in RCW 26.44.020; first or second degree custodial interference; malicious harassment; first or second, or third degree child molestation; first or second degree sexual misconduct with a minor; patronizing a juvenile prostitute; child abandonment; promoting pornography; selling or distributing erotic material to a minor; custodial assault; violation of child abuse restraining order; child buying or selling; prostitution; felony indecent exposure; or any of these crimes as they may be renamed in the future?  No  Yes
2. Have you ever been convicted of any crimes relating to financial exploitation of a victim who was a vulnerable adult, including: first, second or third degree extortion; first second or third degree theft; forgery?  No  Yes
3. Have you ever been found in any dependency action (a court proceeding regarding child dependent status and/or termination of parental rights under RCW 13.34.030 (2) (B) or under any other jurisdiction outside of Washington State) to have sexually assaulted or exploited any minor or developmentally disabled person, or to have physically abused any minor or developmentally disabled person?  No  Yes
4. Have you ever been found by a court in a domestic relations proceeding under Title 26 RCW (or under any other jurisdiction of Washington State) to have sexually abused or exploited any minor or developmentally disabled person, or to have physically abused any minor or developmentally disabled person?  No  Yes
5. Have you ever been found in any disciplinary board final decision to have sexually or physically abused or exploited any minor or developmentally disabled person, or to have abused or financially exploited any vulnerable adult?  No  Yes
6. Have you ever been found in any protection proceeding under chapter 74.34 RCW, to have abused or financially exploited a vulnerable adult?  No  Yes
7. Have you ever been convicted of a drug related crime?  No  Yes

I attest under penalty of perjury that the information I have provided is true and accurate to the best of my knowledge. I hereby authorize King County Library System to conduct a background inquiry on me. I understand that any offer of employment is contingent on the successful outcome of this background check.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name \_\_\_\_\_

Job Title \_\_\_\_\_ Job Number \_\_\_\_\_ Community Library/Location \_\_\_\_\_



960 Newport Way NW  
Issaquah, WA 98027

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To send to applicant, fold letter so that only address above shows through a window envelope, or address and mail in a standard #10 envelope

- Algona-Pacific
- Auburn
- Bellevue Regional
- Black Diamond
- Bothell Regional
- Boulevard Park
- Burien
- Carnation
- Covington
- Des Moines
- Duvall
- Fairwood
- Fall City
- Federal Way Regional
- Federal Way 320th
- Foster
- Greenbridge
- Issaquah
- Kenmore
- Kent Regional
- Kingsgate
- Kirkland
- Lake Forest Park
- Lake Hills
- Library Connection @ Crossroads
- Library Connection @ Southcenter
- Maple Valley
- Mercer Island
- Muckleshoot
- Newport Way
- North Bend
- Redmond Regional
- Richmond Beach
- Sammamish
- Shoreline
- Skykomish
- Skyway
- Snoqualmie
- Tukwila
- Valley View
- Vashon
- White Center
- Woodinville
- Woodmont

Thank you for your interest in the King County Library System and your application

for the \_\_\_\_\_ position

at the \_\_\_\_\_ library,

job number \_\_\_\_\_.

Please put your name and address on the three lines at the top of this page and turn in this sheet with your application materials. Fill in the lines above with the position, KCLS location and job number you are applying for.

After your application has been reviewed, we will complete the bottom portion of the letter and send you this notice.

*KCLS completes the following portion:*

This letter is to:

- Inform you that you were not among those selected for further consideration for this recruitment at this time.
- Inform you that the above job has been cancelled. It may be re-posted at another time.
- Thank you for taking the time to interview for the above job. You were not among those selected for further consideration for this recruitment at this time.

We wish you the best in your search for a challenging and rewarding position. Future openings can be accessed via our Web site at **www.kcls.org**, or our jobline at 425.369.3222.



## Equal Employment Opportunity Data (Optional)

9 of 9

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King County Library System is committed to a policy of equal employment opportunity, regardless of age, gender, religion, marital status, race, creed, sexual orientation, color, national origin, ancestry, or presence of a disability.

King County Library System values diversity. The following information will assist us in our recruitment efforts. This form will be maintained separately from your application and will not be used in any employment decisions. We would appreciate your assisting us by voluntarily providing the following information.

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Position Applied for: \_\_\_\_\_ Job #: \_\_\_\_\_

### Please indicate the racial/ethnic group with which you identify:

- Asian or Pacific Islander
- American Indian/Alaskan Native
- Black
- White
- Hispanic

**Gender:**  Male  Female

**Age 40 or over:**  Yes  No