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| **Bookkeeper 2022** |

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| Last Name | First Name | Date (mm/dd/yyyy) |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Driver’s License #/ State ID # | State | Expiration Date |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Date of Birth (mm/dd/yyyy) |  | |
| Click here to enter text. |

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| Mailing Address | |
| Street | Click here to enter text. |
| Apartment Address | Click here to enter text. |
| City | Click here to enter text. |
| State, Zip Code | Click here to enter text. |
| Home Phone Number | Click here to enter text. |
| Mobile Phone Number | Click here to enter text. |
| Email | Click here to enter text. |

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| Double click on the box and select “Checked” to mark your answer. | | | | | |
| Do you have the legal right to work permanently in the United States? | | Yes |  | No |  |
| Associate’s degree, or higher, in business, accounting, math or economics? | | Yes |  | No |  |
| Have you ever been convicted of a felony? | | Yes |  | No |  |
| This position required you to perform physical activities such as lifting, bending, crawling, squatting, kneeling, and similar work activities. Are you able to perform these activities with or without reasonable accommodations? | | Yes |  | No |  |
| Describe any special skills and proficiencies you have that would help in this position. | Click here to enter text. | | | | |

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| Employment History |

List your last four employers in chronological order with the most recent at the top.

For the dates, approximate month and year will be accepted.

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| --- | --- | --- | --- | --- | --- | --- |
| Name of Employer | Address | Phone | | | | |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | | | | |
| Job Title | Dates | Reason for leaving | | | | |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | | | | |
|  |  |  | | | | |
| Name of Employer | Address | Phone | | | | |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | | | | |
| Job Title | Dates | Reason for leaving | | | | |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | | | | |
|  |  |  | | | | |
| Name of Employer | Address | Phone | | | | |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | | | | |
| Job Title | Dates | Reason for leaving | | | | |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | | | | |
|  |  |  | | | | |
| Name of Employer | Address | Phone | | | | |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | | | | |
| Job Title | Dates | Reason for leaving | | | | |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | | | | |
|  |  |  | | | | |
| Have you been fired or asked to resign from a job within the last five years | | | Yes |  | No |  |
| If Yes, please explain: | | | | | | |
| Click here to enter text. | | | | | | |

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| References | | | |
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| Name | Click here to enter text. | | |
| Organization | Click here to enter text. | | |
| Relationship | Choose an item. |  |  |
| Telephone | Click here to enter text. | email | Click here to enter text. |
| Name | Click here to enter text. | | |
| Organization | Click here to enter text. | | |
| Relationship | Choose an item. |  |  |
| Telephone | Click here to enter text. | email | Click here to enter text. |
| Name | Click here to enter text. | | |
| Organization | Click here to enter text. | | |
| Relationship | Choose an item. |  |  |
| Telephone | Click here to enter text. | email | Click here to enter text. |
| Name | Click here to enter text. | | |
| Organization | Click here to enter text. | | |
| Relationship | Choose an item. |  |  |
| Telephone | Click here to enter text. | email | Click here to enter text. |

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| Date Available for Employment | Click here to enter text. |

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| Pre-Employment Statement |
| I certify that the information given by me in this application is true and complete. I understand and agree that any false information, misrepresentation, or concealment of fact is sufficient grounds for either my immediate discharge without recourse or refusal of employment by the Blanco Library.  In consideration of my employment, I agree to conform to the rules and regulations of the Blanco Library, and my employment and compensation can be terminated with or without cause, and with or without notice, at any time, at the option of either the Library or myself. I understand that no manager or representative of the Blanco Library, other than the District Board of Trustees, has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.  I understand that by submitting this application, I am not guaranteed the job. |
| Sign: |
| Date: Click here to enter text. |

**Mail your completed application by June 22nd and a copy of your resume to:**

**Bookkeeper Application**

**1118 Main St.**

**Blanco, TX 78606**

**OR**

**Email application and resume to:**

[**hiring@blancolib.org**](mailto:hiring@blancolib.org)

**Please put “Bookkeeper Application” in the Subject heading.**