



**Burnaby Public Library**  
 6100 Willingdon Avenue  
 Burnaby, BC V5H 4N5  
 604-436-5427  
[www.bpl.bc.ca](http://www.bpl.bc.ca)

**APPLICATION FOR EMPLOYMENT  
LIBRARIAN**

**IMPORTANT: Please read the following instructions before completing this application.  
 A Masters degree in librarianship from an ALA accredited university is required.**

1. The information on this form is being collected to process your application for employment in accordance with the Freedom of Information and Protection of Privacy Act and under the authority of the Library Act for the purpose of determining your eligibility for employment.
2. Please submit a resume **AND** complete and sign this form.
3. Please print in ink when completing this application form.
4. All applications are kept on file for one year and can be submitted to any branch of Burnaby Public Library.
5. Please be advised that BPL does **not** hire for seasonal employment.

<b>PERSONAL INFORMATION</b>			
Last Name:		*First Name(s):	
Home phone number:	Mobile phone number:	Email	
Address: Street		City	Province      Postal Code

*\*preferred or chosen name – does not have to be your legal first name*

<b>GENERAL INFORMATION</b>	
Do you have any relatives employed by Burnaby Public Library? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, name and relationship	Are you a Canadian Citizen or Permanent Resident? <input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have a valid BC Driver's Licence? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever been convicted of a criminal offence for which a pardon has not been granted? <input type="checkbox"/> Yes <input type="checkbox"/> No There will be mandatory criminal record checks prior to hiring.

<b>AVAILABILITY TO WORK</b> (Please tick <input checked="" type="checkbox"/> box)							
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
<b>MORNING</b>							<b>CLOSED</b>
<b>AFTERNOON</b>							
<b>EVENING</b>						<b>CLOSED</b>	<b>CLOSED</b>

### SUMMARY OF LIBRARIAN EXPERIENCE

Employer's Name	Position Title	Length of Service	
		Years	Months

### SUMMARY OF EDUCATION

Name & Location of College or University Attended	Diploma/Degree Received	Date Received (yr/mo)

### APPLICANT'S DECLARATION

(Please read carefully before signing)

**I hereby certify:**

1. That all statements made in this application and accompanying resume are true and I understand that any misstatements of material facts herein may cause forfeiture of my rights to employment with Burnaby Public Library.
2. That I understand appointment to any position is dependent upon:
  - a. Satisfactorily completing a criminal record check
  - b. My ability to pass a medical examination (if required)
  - c. Successful completion of a probationary period
3. That Burnaby Public Library may contact my present/former employers to obtain references.
4. That if required, I will provide proof of education, certificates, licences and an up-to-date driver's abstract.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature