

# Tips for Applicants

SCLD carefully reviews the information provided by each job applicant in order to decide who to interview for each position. It is very important that you take the time to complete the application properly because it leaves your first impression and is your chance to present your skills and experience. In addition, the application also provides a means of assessing how much importance you place on the quality of your work.

Using these tips for applicants will not guarantee you an interview, but will ensure that your application will not be rejected because it is incomplete.

1. Read the job announcement and/or job description carefully. Be sure you understand the position title, the duties and responsibilities of the position, as well as the education and work experience requirements.
2. **Review** SCLD's employment application. Read the instructions carefully and follow them exactly. If **applying online, carefully** follow the "online" instructions. Be sure to submit your *saved and completed application*.
3. Complete each field/box thoroughly and honestly. If a specific question does not apply to you, either write or type "N/A" or "not applicable."
4. If you are filling out the application by hand, make sure it is complete, and that your handwriting is neat and legible.
5. Pay special attention to:
  - a. **Work Experience** – Paid or volunteer, you must provide the following information for any experience to be considered:
    - *Name of the company or organization* for which you worked or volunteered.
    - *Address and telephone number of the company or organization* for which you worked or volunteered.
    - *Correct name and spelling of your direct supervisor.*
    - Starting and ending wage or salary for any paid employment. For volunteer employment, please indicate that by writing or typing "volunteer position."
    - *Beginning and ending dates (month and year) of employment or volunteer activity* with each company or organization for which you worked or volunteered.
    - If you are still presently employed with a company or organization, please indicate that by writing or typing "currently employed."
  - b. **References** – People who can and will verify your character.
    - References do not have to be people you know through a professional setting.
    - If you are applying for your first job, feel free to use teachers, coaches, neighbors, family friends, or members of an organization for which you volunteered as your references.
    - Do not use family members as references.
    - Be sure to get permission before using anyone as a reference.
    - *Make sure names are spelled accurately and contact information is up-to-date for each reference.*
  - c. **Computer Experience** – Hardware and software you have used and with which you are familiar.
    - Indicate if you have experience with Mac and/or PC and list all software you have used.
    - ILS is the acronym for "Integrated Library Systems." If you have not had previous experience using this type of software, check "No."
6. Read and check to make sure your application is complete and accurate before submitting it.
7. Sign (or electronically sign) and date your application.
8. If a resume or signed cover letter is required in addition to your employment application, please be sure to include them.
9. You may **apply online** (*carefully read and follow instructions for submitting an Online Application*).
10. If you use the printable Employment Application you may **mail or drop-off** the completed and signed application, along with any accompanying materials to:

ATTN: Human Resources  
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