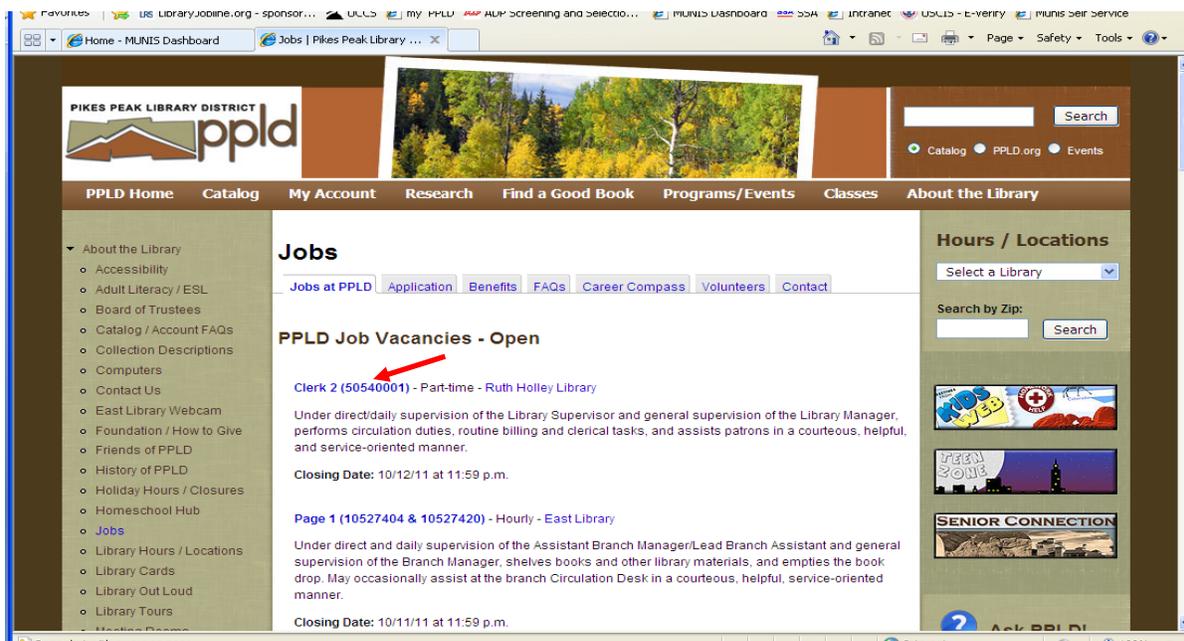# PPLD Application Procedure

1. Click on the "**Jobs**" tab

2. Review the list of vacancies and click on the position title to see the full vacancy announcement.

    a. You may print the information for your reference. Check to make sure you are able to work the posted schedule and meet all the **minimum qualifications** prior to applying.
    b. Click on the back arrow to proceed

3. Click on the **Application Tab**
   *Before applying make sure you are able to answer the following:
    a. Names, address, phone numbers, dates and hourly salary of current/past employers
    b. Name and location of educational institutions
    c. List of skills, computer skills, typing speed (go to www.typingtest.com to take a free typing test)
    d. Do you have an electronic copy of your resume or cover letter that you would like to upload to your application ready to upload?

4. Click the '**Apply**' link in the box matching the job title

5. Complete the application
*Note – The application must be completed in one session as there is no "save" option

    a.   If a box does not apply to you, please leave blank

    b.   After entering work history, you have the *option* to upload electronic materials (i.e. resume, cover letter, essay(s), references)

PAGE 1 - EAST LIBRARY - 15 HOURS (10527420)

OTHER INFORMATION

PPLD EMPLOYMENT APPLICATION
Pikes Peak Library District is an equal opportunity employer. We do not discriminate in hiring or other employment decisions on the basis of race, color, religion, national origin, sex, age, disability, genetic information or any other status protected by law or regulation. It is our intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.

Please use the TAB key to advance through fields. Do not use the ENTER key. If you have a disability that prevents you from completing this application, please call the Human Resources Office at (719) 531-6333, ext. 1254 or email hradmin@ppld.org

Please complete all the required fields in this section.

LAST NAME [____] *   FIRST NAME [____] *   MIDDLE INITIAL [__]
PRIOR LAST NAME IF ANY [____]   PRIOR FIRST NAME IF ANY [____]
PRIMARY PHONE (XXX-XXX-XXXX) [____]   SECONDARY PHONE (XXX-XXX-XXXX) [____]
EMAIL [____]
ADDRESS [____] *
ADDRESS LINE 2 [____]
CITY [____] *   STATE [please select] ▾ *   ZIP CODE [____] *

Please complete all the required fields in this section.
I have viewed the posted schedule on the Vacancy Announcement, and I agree that I am able to work the posted schedule.

Internet   100%

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6. Click on the "**I Certify**" box at the end of the application

7. Click on **Review Application** and correct errors if indicated by an asterick or red instructions

8. Click **Review Application** again to review your profile and make any necessary changes

9. Lastly, click **Submit Application**

10. A confirmation along with your **PIN number** will appear at the top of the screen. Please note your PIN number for reference and to prepopulate future applications

11. Close the browser

12. If selected to interview, the hiring Supervisor will contact selected applicants within 2-3 weeks after the position closes. The status of each position is updated on the website on an on-going basis.