

Application for Employment
EQUAL OPPORTUNITY EMPLOYER



Personal Data

Name (last, first, middle)		Date
Address		
City	State	Zip Code
Home Phone	Cell Phone	
Email:		
If employed, can you provide proof of authorization to work in the U.S.?		☐ Yes ☐ No
Position(s) applying for:		
Referred by	☐ Ad	☐ Friend ☐ Relative ☐ Agency ☐ Other

Education Record

High School

Address

Did you graduate? ☐ Yes ☐ No

College/University

Address

Degrees or Diplomas	Years attended

Trade or Technical Training

Address

Degrees or Diplomas

Graduate School

Address

Degrees or Diplomas	Years Attended

Employment History

Begin with most recent employer. Attach additional sheet if needed.

1. Employer

Dates of Employment

Address

Phone

Title/Duties

Manager's Name

Reason for Leaving

2. Employer

Dates of Employment

Address

Phone

Title/Duties

Manager's Name

Reason for Leaving

3. Employer

Dates of Employment

Address

Phone

Title/Duties

Manager's Name

Reason for Leaving

Special Skills

Summarize any special skills or qualifications that you acquired through employment or other experience that are applicable to the job that you are applying for:

Personal Data

Have you been employed here before? ☐ Yes ☐ No

May we contact your current employer? ☐ Yes ☐ No

References

Please provide three references. Indicate name, title/occupation, address, phone number and/or email address.

Equal Opportunity Statement

It is the policy of the Library to provide equal opportunity with regard to all terms and conditions of employment. The Library complies with federal and state laws prohibiting discrimination on the basis of race, color, religion, sex, national origin, disability, veteran status, age, or any other protected characteristic.

Anti-Discrimination and Anti-Harassment Statement

The Library does not tolerate unlawful discrimination or harassment based on sex, race, color, religion, national origin, citizenship, age disability, or any other protected status under applicable federal, state or local laws. No question on this application is used to limit or exclude an applicant from employment consideration. Harassment of our employees is strictly prohibited, whether it is committed by a manager, coworker, subordinate, or non-employee (such as a vendor or customer). The Library takes all complaints of harassment seriously and each will be investigated promptly and thoroughly.

Applicant's Signature

I certify that all of my answers given here are true and complete to the best of my knowledge, and that supplying false information herein shall result in immediate disqualification for consideration for employment or termination from employment, regardless of when such false information is discovered. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision; and I hereby agree to indemnify and hold harmless each and every current or prior employer in defending against any charge, complaint or suit filed with any Federal, State or local agency, or in any court of the State or Federal government for providing an accurate, factual history of employment information. I understand that a criminal background check is a condition of employment, contractual arrangement, or volunteerism with the Library. I authorize the Library to obtain my criminal conviction history from the Illinois State Police. I understand that neither this document nor any offer of employment from the employer constitutes an employment contract, unless a specific document to that effect is executed by the employer and employee in writing.

Signature of Applicant

Date