



EMPLOYMENT APPLICATION

DATE _____

All applicants will be considered without regard to race, gender, national origin, age, religion, disability, marital or veteran status, sexual orientation, or any other legally protected status. We are an Equal Opportunity Employer.

PERSONAL (Please Print)

Mr/Ms _____ Telephone _____
Last First Middle

Address _____
No. Street City State Zip Code

Cell Phone _____ E-Mail Address: _____

Are you legally eligible for employment in the U.S.? Yes _____ No _____ (If hired, verification will be required)

POSITION APPLYING FOR: _____ **SALARY DESIRED:** _____

LOCATION: Main _____ North Hoffman Branch _____ Rand Road Branch _____

DATE YOU CAN START: _____ Do you need a work permit (ages 14 and 15)? _____

Have you worked for us before? _____ If yes, when and in what position? _____

Are you currently employed? _____ If yes, may we contact your present employer? _____

Are you related to anyone currently employed by the Library District? _____ If yes, give name and relationship: _____

Referred By: _____

EDUCATION	Name and Address of School	Years Completed	Did you graduate?	Degree or Major
HIGH SCHOOL				
COLLEGE				
GRADUATE				
TECHNICAL/OTHER				

Describe any specialized training, apprenticeships, skills and extra-curricular activities. (Exclude organizations, the name of which reveal race, gender, national origin, age, religion, disability, sexual orientation, or other protected status):

EMPLOYMENT HISTORY**Please start with your present or last job.**

Company Name and Address	Job Title and Department	Dates Employed	
		From	To
Phone Number	Supervisor's Name	Salary	
		Start	Final

Specific Duties: _____

Reason for Leaving:

Company Name and Address	Job Title and Department	Dates Employed	
		From	To
Phone Number	Supervisor's Name	Salary	
		Start	Final

Specific Duties: _____

Reason for Leaving:

Company Name and Address	Job Title and Department	Dates Employed	
		From	To
Phone Number	Supervisor's Name	Salary	
		Start	Final

Specific Duties: _____

Reason for Leaving:

I certify that my answers to the foregoing questions are true and correct, and that I have not knowingly withheld any fact or circumstances that would, if disclosed, affect my application unfavorably. I understand that any false information submitted in this application may result in my termination. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that I will be required to submit to a criminal background check as a condition of my employment.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

I understand this application does not constitute an employment contract of any kind. I understand, also, that I am required to abide by all rules and regulations of the employer.

 Signature of Applicant

 Date