

Please Print

**ELK GROVE VILLAGE PUBLIC LIBRARY  
APPLICATION FOR EMPLOYMENT**

The Elk Grove Village Public Library considers applications for all positions without regard to race, color, religion, sex, national origin, age, veteran status, or non-job-related handicap.

**NAME** \_\_\_\_\_ **DATE** \_\_\_\_\_  
last first middle

**ADDRESS** \_\_\_\_\_  
number street city state zip code

**PHONE** \_\_\_\_\_

Position applied for: \_\_\_\_\_

Available to work: \_\_\_\_\_ full time \_\_\_\_\_ part time \_\_\_\_\_ days \_\_\_\_\_ evenings \_\_\_\_\_ weekends

You will need a Social Security Number as a condition of being hired.

If your application is considered favorably, what date will you be available for work with the Library? \_\_\_\_\_

Have you ever been employed by the Library before? \_\_\_yes \_\_\_no

Do you have any relatives employed by the Library? \_\_\_yes \_\_\_no

If yes, please list names: \_\_\_\_\_

Are you authorized to work in the United States of America? \_\_\_yes \_\_\_no

Have you ever been convicted of a felony? \_\_\_yes \_\_\_no

If yes, please explain: \_\_\_\_\_

Do you have a physical, mental, or medical impairment that would interfere with your ability to perform the job for which you are applying? \_\_\_yes \_\_\_no

If yes, please explain: \_\_\_\_\_

Have you served in any of the U.S. military services? \_\_\_yes \_\_\_no

If yes, what branch? \_\_\_\_\_

Briefly describe your duties: \_\_\_\_\_

What languages do you speak, read, and/or write?

\_\_\_\_\_ \_\_\_ Speak \_\_\_ Read \_\_\_ Write; Degree of fluency \_\_\_\_\_

\_\_\_\_\_ \_\_\_ Speak \_\_\_ Read \_\_\_ Write; Degree of fluency \_\_\_\_\_

What professional organizations or business activities are you involved with, relative to your ability to perform the job for which you are applying? \_\_\_\_\_

**EMPLOYMENT EXPERIENCE**

Please list present or most recent employer first.

Employer \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_  
number street city state zip code

Position \_\_\_\_\_ Supervisor \_\_\_\_\_

Dates employed From: \_\_\_\_\_ To: \_\_\_\_\_ Start \$ \_\_\_\_\_ Final \$ \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Description of primary responsibilities \_\_\_\_\_  
\_\_\_\_\_

Employer \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_  
number street city state zip code

Position \_\_\_\_\_ Supervisor \_\_\_\_\_

Dates employed From: \_\_\_\_\_ To: \_\_\_\_\_ Start \$ \_\_\_\_\_ Final \$ \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Description of primary responsibilities \_\_\_\_\_  
\_\_\_\_\_

Employer \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_  
number street city state zip code

Position \_\_\_\_\_ Supervisor \_\_\_\_\_

Dates employed From: \_\_\_\_\_ To: \_\_\_\_\_ Start \$ \_\_\_\_\_ Final \$ \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Description of primary responsibilities \_\_\_\_\_  
\_\_\_\_\_

**EDUCATION AND TRAINING**

TYPE OF SCHOOL	NAME AND LOCATION	NO. YEARS COMPLETED	DIPLOMA/ DEGREE	COURSE OF STUDY
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ELEMENTARY \_\_\_\_\_  
\_\_\_\_\_

JUNIOR HIGH/  
HIGH SCHOOL \_\_\_\_\_  
\_\_\_\_\_

COLLEGE/  
UNIVERSITY \_\_\_\_\_  
\_\_\_\_\_

GRADUATE/  
PROFESSIONAL \_\_\_\_\_  
\_\_\_\_\_

OTHER \_\_\_\_\_  
\_\_\_\_\_

Please describe any additional academic achievements or extracurricular activities:

\_\_\_\_\_  
\_\_\_\_\_

**ADDITIONAL QUALIFICATIONS**

Please identify any additional knowledge, skills, qualifications, publications, or awards that will be helpful to us in considering your application for employment (include special office, technical, and clerical skills):

\_\_\_\_\_  
\_\_\_\_\_

**REFERENCES**

Please provide the name, address, and phone number of three additional references, other than present/former employers:

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

**SPECIAL NOTICE TO DISABLED VETERANS, VIETNAM-ERA VETERANS,  
AND INDIVIDUALS WITH HANDICAPS**

Government contractors are subject to Section 402 of the Vietnam Era Veterans Readjustment Act of 1974, which requires that they take affirmative action to employ and advance in employment qualified disabled veterans and veterans of the Vietnam Era; and Section 503 of the Rehabilitation Act of 1973, as amended, which requires that they take affirmative action to employ and advance in employment qualified handicapped individuals.

If you consider yourself to be covered by one or both of these acts, and wish to be identified for the purpose of proper placement and appropriate accommodation, please sign below. Submission of this information is voluntary and failure to provide it will not jeopardize employment opportunities at the Elk Grove Village Public Library. This information will be kept confidential.

\_\_\_\_\_ Handicapped    \_\_\_\_\_ Disabled Veteran    \_\_\_\_\_ Vietnam-Era Veteran

Signed \_\_\_\_\_

**AGREEMENT**

I certify that the statements made in this application are correct and complete to the best of my knowledge.

I understand that false or misleading information may result in termination of employment.

I authorize the Elk Grove Village Public Library to conduct a reference check so that a hiring decision may be made. In the event that the Library is unable to verify any reference stated on this application, it is my responsibility to furnish the necessary documentation.

\_\_\_\_\_ You may \_\_\_\_\_ You may not contact my present employer.

\_\_\_\_\_ You may \_\_\_\_\_ You may not contact the schools I have attended for the release of my educational records.

If accepted for employment with the Elk Grove Village Public Library, I agree to abide by all of its policies and procedures.

I understand that this application is not intended to be a contract of employment.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date