

# Elk Grove Village Public Library



## APPLICATION FOR EMPLOYMENT

The Elk Grove Village Public Library is an Equal Opportunity employer.

**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

# **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: \_\_\_\_\_

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

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

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

Address: \_\_\_\_\_  
(number) (street) (city) (state) (zip code)

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

Dates employed From: \_\_\_\_\_ To: \_\_\_\_\_

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

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

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

Address: \_\_\_\_\_  
(number) (street) (city) (state) (zip code)

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

Dates employed From: \_\_\_\_\_ To: \_\_\_\_\_

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

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



# EDUCATION AND TRAINING

TYPE OF SCHOOL	NAME AND LOCATION	NO. YEARS COMPLETED	DIPLOMA/ DEGREE	COURSE OF STUDY
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 relevant to the applied for position that will be helpful to us in considering your application for employment (include special office, technical, and clerical skills):

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

## REFERENCES

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

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_



# 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.

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Signature of Applicant

Date

