

WARRENVILLE PUBLIC LIBRARY DISTRICT  
28W751 Stafford Place, Warrenville, IL 60555  
(630) 393-1171 www.warrenville.com

**APPLICATION FOR EMPLOYMENT**

***It is our policy to provide equal employment opportunities to all qualified persons without regard to race, age, color, sex, religion, national origin, disability, Veteran status, sexual orientation or other protected classes in accordance with law.***

Name \_\_\_\_\_ Today's Date \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Phone \_\_\_\_\_

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

Shift Preferred \_\_\_\_\_ Part-time ( ) Full-time ( )

If required, can you provide proof of being of legal age to work? Yes ( ) No ( )

If required, can you provide proof of eligibility to work in the U.S.? Yes ( ) No ( )

**EDUCATION** (Please list most recent coursework first)

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

City/State \_\_\_\_\_

Degree/Diploma/Certificate \_\_\_\_\_

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

City/State \_\_\_\_\_

Degree/Diploma/Certificate \_\_\_\_\_

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

City/State \_\_\_\_\_

Degree/Diploma/Certificate \_\_\_\_\_

4. School \_\_\_\_\_

City/State \_\_\_\_\_

Degree/Diploma/Certificate \_\_\_\_\_

**EMPLOYMENT HISTORY**

**Give a complete account of your full time and relevant part time employment. Start with your present or most recent position. Alternatively, you may attach your resume.**

1. Employer \_\_\_\_\_  
Supervisor's Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Position Held \_\_\_\_\_  
Employment Dates \_\_\_\_\_  
Final Salary \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
May we contact this employer for a reference? \_\_\_Yes \_\_\_No

2. Employer \_\_\_\_\_  
Supervisor's Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Position Held \_\_\_\_\_  
Employment Dates \_\_\_\_\_  
Final Salary \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
May we contact this employer for a reference? \_\_\_Yes \_\_\_No

3. Employer \_\_\_\_\_  
Supervisor's Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Position Held \_\_\_\_\_  
Employment Dates \_\_\_\_\_  
Final Salary \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
May we contact this employer for a reference? \_\_\_Yes \_\_\_No

In addition to your work experience, what other experience or skills qualifies you to work in the library? What experience or skills do you have that qualify you for the position? (Alternatively, you may address your qualifications in a cover letter.)

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**PROFESSIONAL REFERENCES** (Please do not list friends or relatives)

1. Name \_\_\_\_\_  
Title \_\_\_\_\_  
Phone \_\_\_\_\_

2. Name \_\_\_\_\_  
Title \_\_\_\_\_  
Phone \_\_\_\_\_

3. Name \_\_\_\_\_  
Title \_\_\_\_\_  
Phone \_\_\_\_\_

**APPLICANT'S CERTIFICATE AND AGREEMENT**

*I hereby affirm that the information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge. I also agree that falsified information or significant omissions may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date.*

*I understand that my employment can be terminated, with or without cause, at any time at the discretion of either the Library or myself. I understand that no management official has any authority to enter into any agreement contrary to the foregoing or make any oral assurance or promise of continued employment.*

*I authorize persons, schools, my current employer (if applicable) and previous employers and organizations named in this application (and accompanying resume, if any) to provide any relevant information that may be required to arrive at an employment decision.*

\_\_\_\_\_  
Signature Date