

WARRENVILLE PUBLIC LIBRARY DISTRICT

28W751 Stafford Place

Warrenville, IL 60555

(630) 393-1171

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, or disability.

Name _____ Today's Date : _____

Address _____

City _____ State _____ Zip code _____

Home phone _____ Work phone _____

Position applied for: _____

Shift Preferred _____ Part-time () Full-time ()

Are you over 18 years of age: Yes () No ()

U.S. Military Service _____

Have you ever been convicted of a felony? () Yes () No If yes, when? _____

EDUCATION

NAME OF SCHOOL	CITY/STATE	DEGREE/DIPLOMA

EMPLOYMENT HISTORY

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

EMPLOYER & SUPERVISOR	ADDRESS/PHONE #	POSITION	EMPLOYMENT DATES	FINAL SALARY	REASON FOR LEAVING

May we contact your present employer for a reference? () Yes () No

In addition to your work experience, what other experience or skills qualifies you to work in the library?

List typing and/or computer skills: _____

PROFESSIONAL REFERENCES (Please do not list friends or relatives)

Name	Title	Phone Number

List the titles or authors of a few books that you have read in the last year:

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