

For Office Use Only

Date Received:

I.A.

APPLICATION FOR EMPLOYMENT



Des Plaines Public Library
1501 Ellinwood St., Des Plaines, IL 60016
847/827-5551 www.desplaines.lib.il.us

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or disability, or any other legally protected status.

1. Position(s) Applied For:

- a.
b.
c.
d.

Date available for employment:

- Full Time:
Part Time:
Temporary:

INSTRUCTIONS:

Print legibly in black ink or type. The information you provide will be used to evaluate your qualifications, education and experience. Give complete and concise answers. You can be credited only with the education and experience shown on this application. You must be able to substantiate all statements made.

2. Social Security Number

3. I am at least 18 years old

Yes No

4. In the event of emergency, contact:

Name:
Address: Phone:

5. Do you possess a valid Illinois Driver's License? Yes No

Driver's license number:

Answer the following questions by placing an "X" under Yes or No.

Yes No

6. Are you legally eligible for employment in the U.S.A.?

7. Have you ever been convicted, pled guilty or no contest to a felony charge or offense other than a minor traffic violation? If yes, state citation, nature of offense, court and place where offense occurred, penalty imposed or other disposition. Conviction of violation of the law is not an automatic bar to employment. Each case is considered on its individual merits. Explain below.

8. Have you ever been discharged, resigned or asked to resign from a position due to misconduct or unsatisfactory service. If yes, explain below.

9. Have you ever applied for work at the Des Plaines Public Library? If yes, explain below.

10. Are there hours or days you cannot or will not work? If yes, explain below.

Space for detailed answers to above questions:

Item No. Explanation:

Name

Last

First

Middle

Other Names under which you have Employment or Educational Records

Street Address

City and State

Zip

Phone

FORMAL EDUCATION: List your education accurately and completely.

Type of School	Name and Location	Did you graduate?	If not, number of years attended	Degree or Diploma
High School	_____ _____ _____			
Colleges, Universities, Jr. Colleges	_____ _____ _____ _____ _____ _____			
Vocational/Business Schools	_____ _____ _____ _____ _____			
Graduate School	_____ _____ _____			

LICENSES: Provide information about any licenses, certificates or authorizations you may have to practice a trade or profession.

Name of Trade or Profession	License Number	Granted by Licensing Agency	City and State	Licensed From: To:

OTHER QUALIFICATIONS:

Do you have any additional experiences or training (including military or apprenticeship) you feel especially qualifies you for employment with the Des Plaines Public library? If so, please explain below.

EMPLOYMENT HISTORY: List your entire work record; present job first, then your previous one, etc. (include self employment). Extra sheets may be added.

From: (month/year)

Your Most Recent Job Title: _____

Duties: _____

To: (month/year)

Hours Per Week

Employer's Name: _____

Street Address: _____

City, State, Zip: _____

Starting Salary

Phone: _____ Supervisor's Name: _____

\$ _____

My job could be in jeopardy if you contacted my current employer: Yes ___ No ___

Last Salary Earned

Reason for leaving: _____

\$ _____

From: (month/year)

Job Title: _____

Duties: _____

To: (month/year)

Hours Per Week

Employer's Name: _____

Street Address: _____

City, State, Zip: _____

Starting Salary

Phone: _____ Supervisor's Name: _____

\$ _____

My job could be in jeopardy if you contacted my current employer: Yes ___ No ___

Last Salary Earned

Reason for leaving: _____

\$ _____

From: (month/year)

Job Title: _____

Duties: _____

To: (month/year)

Hours Per Week

Employer's Name: _____

Street Address: _____

City, State, Zip: _____

Starting Salary

Phone: _____ Supervisor's Name: _____

\$ _____

My job could be in jeopardy if you contacted my current employer: Yes ___ No ___

Last Salary Earned

Reason for leaving: _____

\$ _____

Are you a United States Veteran? Yes _____ No _____

If yes, please list your dates of service: _____

Nature of duties and any specific training: _____

APPLICANT ACKNOWLEDGEMENT STATEMENT

I certify that information contained in this application is true and complete to the best of my knowledge. I understand that any misrepresentation of fact, as stated or implied, given in my application, interview(s), or other employment forms will be sufficient reason not to hire me and may result in my discharge if I am hired.

I authorize such investigation of all statements contained in this application as may be necessary for the library to make an informed employment decision. I authorize any entity having information relevant to this application to release such information as requested by the Des Plaines Public Library. I understand that I waive any right I may have to receive notice from any persons listed on this application regarding the release of information relating to this application for employment with the Des Plaines Public Library.

I understand that the library is in no way obligated to provide employment and that I am in no way obligated to accept employment with the library. Nothing in this application is intended to create any contract of employment, expressed or implied, or to create any rights in the nature of a contract of employment. This application does not bind either party for a specific period of time regarding employment.

I also understand that, if hired, I am required to abide by all rules and regulations of the library. The library's policies and procedures relating to conditions of employment are subject to modification by the library without notice.

Signature

Date

Place an "X" beside the source from which you learned about the position:

_____ Newspaper _____

Name of Newspaper

_____ Employee _____

Employee's Name

_____ Posted notice in library

_____ Other _____

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Test Scores:

Notes:
