



## Employment Application

It is the policy of the Des Plaines Public Library to ensure equal opportunity for all individuals without regard to race, color, religion, sex, age, national origin, marital/veteran status/ disability or any other legally protected status in accordance with the requirements of local, state and federal law. **Please complete all required fields or indicate "not applicable (N/A)."**  
**Incomplete applications may be subject to rejection.**

### Personal Information

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Full Name:	Application Date:
Street Address:	City:
State:	Zip Code:
Primary Phone:	Email Address:

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### Background Information

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Position applying for:	Date available:
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How were you referred to the Library?  Library Web Site  RAILS Web Site  Other  
*If "other", please specify:*

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Are you at least 16 years of age?  Yes  No

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Are you legally eligible for employment in the U.S.?  Yes  No

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If this position requires a driver's license, do you have a valid driver's license?  Yes  No

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Were you previously employed by the Des Plaines Public Library?  Yes  No

Department:	From (m/y):	To: (m/y):
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### Education

#### High School

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School:	City, State:
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Number of years completed:

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Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Degree received:
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#### College/University

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School:	City, State:
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Course of study:	Number of years completed:
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Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Degree received:
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**Graduate School**

School: \_\_\_\_\_ City, State: \_\_\_\_\_

Course of study: \_\_\_\_\_ Number of years completed: \_\_\_\_\_

Did you graduate?  Yes  No Degree received: \_\_\_\_\_

**Other Qualifications**

Please list any certifications or licenses:

Please summarize any special job-related qualifications, training (including military or apprenticeship), computer skills, language proficiencies, and/or experience which you feel should be considered in reviewing your application:

**Employment History**

Are you presently employed?  Yes  No If yes, may we contact your current employer?  Yes  No

List your present or most recent employer first. A resume will not substitute for completion of this portion of the application.

**Employer One**

Employer: \_\_\_\_\_ City, State: \_\_\_\_\_

Telephone: \_\_\_\_\_ Your title: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Supervisor's title: \_\_\_\_\_

Description of duties:

Employed  
From (m/y): \_\_\_\_\_ To (m/y): \_\_\_\_\_ Hours per week: \_\_\_\_\_

Reason for leaving:

**Employer Two**

Employer: \_\_\_\_\_ City, State: \_\_\_\_\_

Telephone: \_\_\_\_\_ Your title: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Supervisor's title: \_\_\_\_\_

Description of duties:

Employed  
From (m/y): \_\_\_\_\_ To (m/y): \_\_\_\_\_ Hours per week: \_\_\_\_\_

Reason for leaving:

**Employer Three**

Employer: \_\_\_\_\_ City, State: \_\_\_\_\_

Telephone: \_\_\_\_\_ Your title: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Supervisor's title: \_\_\_\_\_

Description of duties:  
\_\_\_\_\_  
\_\_\_\_\_

Employed  
From (m/y): \_\_\_\_\_ To (m/y): \_\_\_\_\_ Hours per week: \_\_\_\_\_

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

**Please read the following carefully before agreeing below:**

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge. I understand that falsified statements, misrepresentation or omission of facts, as stated or implied, on this application shall be considered sufficient cause for cancellation of my application or termination of employment.

I understand and agree that the Des Plaines Public Library is hereby authorized to make inquiries concerning my character, employment record and other matters concerning my possible employment. I further understand that such inquiries will include checking police records.

I understand the filing of this application or participation in an interview in no way constitutes an employment contract between the Des Plaines Public Library and me. I acknowledge the right of the Des Plaines Public Library to make changes in policy and benefits, where such policy and benefits are not specified, without notice and I understand that only written conditions as contained in an offer made to me by an authorized official will be honored by this organization.

I understand that any offer of employment, approved by the Library Director, either verbal or written, may be conditional upon the satisfactory completion of a drug screen, background check and physical exam. Should I become employed, I agree to conform to all rules and regulations of the Des Plaines Public Library. I understand that my employment with the Des Plaines Public Library will be at will and that I have the right to terminate my employment at any time and the Des Plaines Public Library retains the same right.

Do you agree?  Yes  No

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