
Last Name

Position Applied for

Date



APPLICATION FOR EMPLOYMENT

We appreciate your interest in working for the Indian Prairie Public Library. Your help in providing us with a clear understanding of your background, education, work experience and skills will enable us to determine better whether you are a qualified candidate for the position for which you are applying.

The library is an equal opportunity employer.

A separate application form must be completed for each position if you wish to apply for more than one opening. Applications are not kept on file for consideration to fill future openings. Completion of an application does not guarantee an interview.

PERSONAL INFORMATION

Name: _____

Address: _____ City _____ Zip Code _____

Phone: () _____ () _____ E-mail _____

Are you under age 16? ___Yes ___No

(Employment is subject to verification of U.S. citizenship or immigration status in accordance with the Immigration Reform & Control Act.)

Name of relatives employed by IPPL or on Library Board _____

Relationship _____

POSITION APPLIED FOR AND AVAILABILITY

Position Title: _____

Days and hours available for work: _____

Where did you learn about this position? _____

Have you previously worked at the library? ___No ___Yes, position & date _____

EDUCATION/TRAINING

Circle Highest Grade completed: High School 9 10 11 12 College 13 14 15 16 Graduate 1 2 M.A. Ph.D.

School	Name and Location	Graduate	Degrees/Certs.	Majors
High School		Yes/No		
College		Yes/No		
Graduate		Yes/No		
Other		Yes/No		

WORK HISTORY Starting with your current or most recent employer, please list the following information about the last three employers for which you have worked.

1. Firm Name: _____ Phone () _____

Address: _____
Street City/State Zip

Position Title: _____ Hours/week _____

Supervisor Name: _____ Title: _____

Employment Dates: From _____ To _____ Beginning Salary: \$ _____ Ending: \$ _____

Are you currently working for this employer? ___ Yes ___ No If yes, may we contact? _____

If no, please specify the reason for leaving: _____

Please describe your work and list skills used: _____

2. Firm Name: _____ Phone () _____

Address: _____
Street City/State Zip

Position Title: _____ Hours/week _____

Supervisor Name: _____ Title: _____

Employment Dates: From _____ To _____ Beginning Salary: \$ _____ Ending: \$ _____

Are you currently working for this employer? ___ Yes ___ No If yes, may we contact? _____

If no, please specify the reason for leaving: _____

Please describe your work and list skills used: _____

3. Firm Name: _____ Phone () _____

Address: _____
Street City/State Zip

Position Title: _____ Hours/week _____

Supervisor Name: _____ Title: _____

Employment Dates: From _____ To _____ Beginning Salary: \$ _____ Ending: \$ _____

Are you currently working for this employer? ___ Yes ___ No If yes, may we contact? _____

If no, please specify the reason for leaving: _____

Please describe your work and list skills used: _____

REFERENCES

Please provide three professional references if you have work experience. If you have no work experience, please provide personal references.

1. Name: _____ Title: _____

Company: _____

Address: _____ Phone: _____

Work/Personal Relationship to Reference: _____

Length of Time Known: _____

2. Name: _____ Title: _____

Company: _____

Address: _____ Phone: _____

Work/Personal Relationship to Reference: _____

Length of Time Known: _____

3. Name: _____ Title: _____

Company: _____

Address: _____ Phone: _____

Work/Personal Relationship to Reference: _____

Length of Time Known: _____

SPECIAL SKILLS AND EXPERIENCE

Please explain any additional volunteer or other work not identified under employment history that might be relevant. Also, please list here any special skills and talents you may have such as computer skills (list software), bookkeeping, customer service skills, artistic talents, etc.

