
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 or from whom did you learn about this position?

Have you previously worked at the library? ____ No ____ Yes, position & date _____

EDUCATION/TRAINING

School	Name and Location	Year Graduated	Degrees/Certs.	Majors
High School				
College				
Graduate				
Other				

1. Firm Name: _____ Phone () _____

Address: _____

Street	City/State	Zip

Position Title: _____ Hours/week _____

Supervisor Name: _____ Title: _____

Employment Dates: From _____ To _____

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 _____

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 _____

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.

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

WHY ARE YOU INTERESTED IN THIS POSITION?

PLEASE READ THE FOLLOWING BEFORE SIGNING

My signature on this application indicates that I understand and agree to the following conditions:

1. I hereby certify that all information contained in application and/or resume is true to the best of my knowledge
2. I hereby authorize investigation of current and previous employment and education records and all pertinent information, personal otherwise, and release all parties from all liability for any damage that may result from furnishing the same.

I also understand that any misrepresentation, false statements, omissions of facts or failure to provide requested information on this application may cause rejection of my candidacy for employment or termination of employment without notice and benefits. In addition, if accepted for employment, I agree to abide by the rules and policies of the Indian Prairie Public Library District.

Signature

Date