

# Parlin-Ingersoll Public Library

## Application for Employment

An Equal Opportunity Employer

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 handicap, or other legally protected status.

***(Please Print)***

Position Applied For: \_\_\_\_\_

<u>Name:</u> Last Name	First Name	Middle Name	<u>Date of Application:</u>	
<u>Address :</u> Street	City	State	Zip Code	
<u>Telephone Number(s):</u> Home	Work			

***Please indicate the time periods in which you are available and willing to work:***

Full Time Only	Part Time or Full Time	Part Time Only	Summer Only
Any Day of Week	Week Days Only	Saturdays	Sundays (12-5 p.m.)
Any Hour of Day	No evenings	Evenings Only	After school only

Is there any time or day that you would not be available to work for any reasons? Yes No

Please specify: \_\_\_\_\_

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?

*Proof of citizenship or immigration status will be required upon employment.* Yes No

Are you currently on "lay-off" status and subject to recall? Yes No

Do you have a current driver's license? Yes No Can you travel if job requires? Yes No

Have you been convicted of a felony within the last 7 years? Yes No

*Conviction will not necessarily disqualify an applicant from employment.*

Have you ever filed an application with us before? Yes No

Have you ever been employed with us before? Yes No

If so, pleased provide dates: \_\_\_\_\_

Are you physically or otherwise unable to perform the duties of the job for which you are applying? \_\_\_\_\_

If you need any accommodation to perform this position, please describe: \_\_\_\_\_

How many days of paid or unpaid leave did you take last year? \_\_\_\_\_ The previous year? \_\_\_\_\_

Do you feel you can meet the attendance requirements of this job? \_\_\_\_\_ Specify: \_\_\_\_\_

## **Employment Experience**

*Please start with your current or most recent job(s). You are encouraged to attach a current resume to provide us with more job experience detail.*

<u>Employer</u>	<u>Address</u>	<u>Telephone Number</u>
<hr/>	<hr/>	<hr/>
<u>Job Title</u>	<u>Supervisor/Employer</u>	<u>Employment Dates</u>
<hr/>	<hr/>	<hr/>
<u>Work Responsibilities/Tasks</u>		
<hr/>		
Reason for leaving:		
<hr/>		
May we contact your current employer?:		

<u>Employer</u>	<u>Address</u>	<u>Telephone Number</u>
<hr/>	<hr/>	<hr/>
<u>Job Title</u>	<u>Supervisor/Employer</u>	<u>Employment Dates</u>
<hr/>	<hr/>	<hr/>
<u>Work Responsibilities/Tasks</u>		
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<u>Employer</u>	<u>Address</u>	<u>Telephone Number</u>
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<u>Work Responsibilities/Tasks</u>		
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<u>Job Title</u>	<u>Supervisor/Employer</u>	<u>Employment Dates</u>
<hr/>	<hr/>	<hr/>
<u>Work Responsibilities/Tasks</u>		
<hr/>		
Reason for Leaving:		
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If you need additional space, please continue on a separate sheet of paper.

**Special Skills and Qualifications:**

Summarize special job-related skills and qualifications acquired form employment or other experience:

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Do you have any experience using a computer? \_\_\_\_\_ Specify: \_\_\_\_\_

**Educational Background:**

<u>School Name &amp; Location:</u>	<u>High School</u>	<u>College/Trade School</u>	<u>GraduateSchool</u>
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<u>Years Completed:</u>	<u>High School</u>	<u>College/Trade School</u>	<u>GraduateSchool</u>
	9 10 11 12	1 2 3 4	1 2 3 4

*Circle last year completed at each level, if applicable.*

<u>Diploma/Degree Earned:</u>	<u>High School</u>	<u>College/Trade School</u>	<u>GraduateSchool</u>
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List Name of Degree Earned:

List Majors/Minors, if applicable:

Describe any specialized training, apprenticeships, military experience, skills and extracurricular activities, which you feel would especially fit you for work with our organization:

Describe any honors you have received:

State any other information you feel may be helpful to us in considering this application:

List any professional, trade, business or civic activities and offices held. Exclude organizations or activities that would reveal sex, race, religion, national origin, age, ancestry, or handicap or other protected status:

Please provide the name, address and current telephone number of three references who are not related to you, who are not previous supervisors and who can address your work abilities and your character.

1.) \_\_\_\_\_

2.) \_\_\_\_\_

3.) \_\_\_\_\_

**Applicant's Statement:**

I certify that the answers given herein are true and complete to the best of my knowledge. I understand that any false or misleading statements made by me on this application may prevent my employment or may be cause for dismissal if hired.

I understand that I am required to abide by all library policies, procedures, rules and regulations made known to me at the time of employment or any other times thereafter and to perform all duties assigned to me to the best of my ability. I understand I must comply with the library's Drug and Alcohol Free Library policy. I further understand that employment, if offered, may require working evenings, Saturdays and Sundays after Noon.

I authorize this Employer to verify my statements and documents supplied, and authorize third parties (including individuals, schools, businesses, law enforcement authorities and government agencies) to disclose any and all requested information to my prospective employer. I agree to release all third parties, as well as this prospective employer and its employees, from any claims arising out of actions taken per these authorizations.

I hereby waive written notice of disclosure of the contents of my personnel file with any former employer, including any disciplinary reports or reference to disciplinary action contained therein, pursuant to Ch. 48, 2007 (3) (a) of the Illinois Revised Statutes; and I hereby authorize this organization to obtain copies of any and all documents contained in personnel files obtained by any former employer.

I further understand that my acceptance of an offer of employment does not create a contractual obligation on the Library to continue to employ me in the future and that I am an employee at will. Unless otherwise defined by applicable law, any employee relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or conduct unless such change is specifically acknowledged in writing by an authorized executive of the organization.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date