

Parlin-Ingersoll Public Library

205 W. Chestnut St., Canton, IL 61520-2472 309-647-0328 : 309-647-8117 (Fax)
Board approved: 5-27-2015

Application for Employment

An Equal Opportunity Employer

Please type or print clearly.

Position Applied For: _____

Applicant Information

Last Name	First	M.I.	Date of Application	
Address		City	State	Zip Code
Phone number (Circle preferred)	Cell	Home	Work	
E-mail address				

Availability

Time periods

Full Time Only Part-Time Only Full Time or Part-Time Summer Only

Is there any specific 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 ever been employed with us before? Yes No
If so, please provide dates:

Are you physically or otherwise unable to perform the duties of the job for which you are applying? Yes No
If you need accommodation to perform this position, please describe:

Employment Experience

Employer	Address	Phone
Job Title	Supervisor	Employment Dates
Work Responsibilities/Task		
Reason for Leaving		
May we contact your current employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Employer	Address	Phone
Job Title	Supervisor	Employment Dates
Work Responsibilities/Task		
Reason for Leaving		
May we contact your current employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Employer	Address	Phone
Job Title	Supervisor	Employment Dates
Work Responsibilities/Task		
Reason for Leaving		
May we contact your current employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Educational Background

High School	School Name	City	State	Major	Degree/Diploma	
College	School Name	City	State	Major	Degree/Diploma	
Other	School Name	City	State	Major	Degree/Diploma Certificates, etc.	

Please List Any Other Specialized Skills, Training, Awards, Honors, Extracurricular Activities

References

Please list three personal or professional references

Full Name	Relationship
Company Name (If applicable)	Phone E-Mail
Address	
Full Name	Relationship
Company Name (If applicable)	Phone E-Mail
Address	
Full Name	Relationship
Company Name (If applicable)	Phone E-Mail
Address	

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.
 If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.
 This application and other documents associated with the application will not and does not create an employment contract.
 I hereby authorize investigation of all statements contained in the application for employment as may be necessary in arriving at an employment decision
 (including but not limited to contacting references and previous supervisors for references).
 All applicants selected for an interview or upon a conditional offer of employment will be subject to a criminal background check.

Signature of Applicant

Date