

Date _____

APPLICATION FOR EMPLOYMENT

La Grange Park Public Library District

We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability.

NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: Home _____ Work _____

HOW DID YOU LEARN ABOUT THIS POSITION? _____

WORK DESIRED:

Position for which you are applying: _____

Salary desired: _____ Date available to work: _____

Hours available to work: Mon. _____ Tue. _____ Wed. _____ Thu. _____

Fri. _____ Sat. _____ Sun. _____

DO YOU HAVE ANY RELATIVES WORKING FOR THIS LIBRARY? Yes _____ No _____

If yes, state name and relationship: _____

PLEASE DESCRIBE YOUR SKILLS AND QUALIFICATIONS: _____

PLEASE LIST THE NAMES OF THE SCHOOLS YOU HAVE ATTENDED BELOW:

Grade School _____ Years Attended: From _____ To _____

Degree Earned _____

High School _____ Years Attended: From _____ To _____

Degree Earned _____

University _____ Years Attended: From _____ To _____

Degree Earned _____

Other _____ Years Attended: From _____ To _____

Degree Earned _____

HAVE YOU EVER BEEN CONVICTED OF A FELONY? YES _____ NO _____

If yes, please explain _____

(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The nature, surrounding circumstances, and relevance of the offence to the position being applied for will be considered.)

PLEASE LIST YOUR LAST 3 EMPLOYERS BELOW:

Employer Name and Address: _____

Telephone: _____ Supervisor: _____

Employed: From _____ To _____ Salary: Start _____ End _____

List your duties: _____

Reason for leaving: _____

Employer Name and Address: _____

Telephone: _____ Supervisor: _____

Employed: From _____ To _____ Salary: Start _____ End _____

List your duties: _____

Reason for leaving: _____

Employer Name and Address: _____

Telephone: _____ Supervisor: _____

Employed: From _____ To _____ Salary: Start _____ End _____

List your duties: _____

Reason for leaving: _____

PLEASE ADD ANY ADDITIONAL INFORMATION THAT WOULD ASSIST US IN MAKING OUR DECISION WHETHER TO HIRE YOU. _____

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this Application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

Date _____ Signature _____