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.

Approved 11/17/04 (eff. 11/29/04) Rev. 04/17/13
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: 9 10 11 12 13 14 15 16 1 2 M.A. Ph.D.

Graduate Yes/No Degrees/Certs. Majors

School Name and Location Graduate
High School
College
Graduate
Other

Yes/No
Yes/No
Yes/No
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.

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WHY ARE YOU INTERESTED IN THIS POSITION?

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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  ___________________________