CRYSTAL LAKE
PUBLIC LIBRARY

126 W. Paddock Street
Crystal Lake, IL 60014

Phone: 815.459.1687
Fax: 815.459.9581

APPLICATION FOR EMPLOYMENT

(please print)

Date_____20 _____

Position Applied For: _____

PERSONAL

Name _____

Current Address _____
Number Street City State Zip

Primary Phone #_____ Alternate Phone #_____

Email Address _____

Rate of pay expected $_____per _____

Would you work full-time? _____ Part-time? _____ Summer Only ☐ Yes ☐ No

If Part-time, specify days_____And hours _____

If employed, can you provide proof of authorization to work in the U.S.? ☐ Yes ☐ No

If your application is considered favorably, on what date will you be available for work? _____20 ____

EDUCATION

Are you a high school graduate? _____

Schools attended including high school	Location (state)	Course or Major Studies	Credits Completed		Degree or Certificate
			Sem. Hrs.	Qtr. Hrs.	Type

Other training you have received (e.g. special courses and work training programs). Please estimate for each number of hours of training you received.

EMPLOYMENT HISTORY

Experience: Start with your present or most recent job and work back. Include paid or unpaid, full or part-time, military, summer jobs, etc.

Is it OK if we check with your present supervisor? ☐ Yes ☐ No

(NOTE: We may contact any previous supervisor to verify your descriptions of past duties.) *(Space for additional answers on the last page)*

Starting Date	Name of employer and job title:	
Ending Date	Hours per Week	Name, title, phone number and email of immediate supervisor:
Reason for leaving:		
Description of duties and responsibilities:		

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SPECIAL QUALIFICATIONS

Describe special qualifications or skills related to the position for which you are applying.

Are you available to work evenings?_____ Are you available to work weekends? _____

Do you have any activities or responsibilities that might prevent you from meeting work schedules or attendance requirements?_____If yes, give details:

_____

_____

How did you learn of the job opportunity for which you are applying?

_____

REFERENCES

List the names and phone numbers of three persons (not relatives) who would have knowledge of your qualifications for the position(s) for which you are applying, such as supervisors, co-workers, teachers, etc.

1. _____ _____
Name Relationship (supervisor, etc)

_____ _____
Email address Phone #

2. _____ _____
Name Relationship (supervisor, etc)

_____ _____
Email address Phone #

3. _____ _____
Name Relationship (supervisor, etc)

_____ _____
Email address Phone #

The facts set forth in my application for employment are true and complete. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation of my personal history.

In making this application for employment I also understand that an investigative report may be made whereby information is obtained through personal interviews with my neighbors, friends, or others with whom I am acquainted. This inquiry, if made, may include information as to my character and general reputation.

_____
Signature of Applicant

The Crystal Lake Public Library is an Equal Opportunity Employer. All employees are employed at will.

NOTE: Applicants selected for an interview will normally be contacted within one month after the application deadline. Applicants not selected for an interview will <u>not</u> be notified.

(Additional answers here)