

APPLICATION FOR EMPLOYMENT

The Richton Park Public Library District is an Equal Opportunity Employer

Only fully completed applications will be considered

Please print or type all information requested except signature, which should be signed

GENERAL INFORMATION

Name _____
Last Name, First Name & Middle

Address _____
Number, Street, & Unit (if Applicable)

City, State, & Zip Code

Email _____

Phone _____
Including Area Code

POSITION & AVAILABILITY

Position Applying for _____
See Posted Job Description for Position Title & Description

Have you worked at the Richton Park Public Library District before? ☐ YES ☐ NO

How many hours can you work per week? _____

Can you work nights? ☐ YES ☐ NO

Can you work weekends? ☐ YES ☐ NO

When are you available to start? _____

WORK EXPERIENCE

Please list your work experience for the past five years beginning with your most recent job. If you were self-employed, give firm name. You may attach additional sheets if necessary.

(1) Name of Employer _____

Address (Including City, State, & Zip Code)

Your Last/Current Job Title

Start Date

End Date/Current

Name of Last/Current Supervisor

Telephone #

Email Address

List the jobs held, duties performed, skills used or learned while working for this company

Reason for Leaving

(2) Name of Employer _____

Address (Including City, State, & Zip Code)

Your Last/Current Job Title

Start Date

End Date/Current

Name of Last/Current Supervisor

Telephone #

Email Address

List the jobs held, duties performed, skills used or learned while working for this company

Reason for Leaving

WORK EXPERIENCE (CONTINUED)

(3) Name of Employer _____

Address (Including City, State, & Zip Code)

Your Last/Current Job Title

Start Date

End Date/Current

Name of Last/Current Supervisor

Telephone #

Email Address

List the jobs held, duties performed, skills used or learned while working for this company

Reason for Leaving

(4) Name of Employer _____

Address (Including City, State, & Zip Code)

Your Last/Current Job Title

Start Date

End Date/Current

Name of Last/Current Supervisor

Telephone #

Email Address

List the jobs held, duties performed, skills used or learned while working for this company

Reason for Leaving

May we contact your present employer?

☐ YES

☐ NO

EDUCATION

High School

School Name, City, & State

Years Completed

Degree and/or Major

Higher Education (including Business & Trade Schools)

School Name, City, & State

Years Completed

Degree and/or Major

School Name, City, & State

Years Completed

Degree and/or Major

School Name, City, & State

Years Completed

*Degree and/or Major***REFERENCES**

Please list two references other than supervisors previously mentioned or relatives. Examples are co-workers, volunteer coordinators, teachers, etc.

(1) Name

First & Last Name

Telephone #

Address (Including City, State, & Zip Code)

Email Address

Relationship to Applicant

(2) Name

First & Last Name

Telephone #

Address (Including City, State, & Zip Code)

Email Address

Relationship to Applicant

AGREEMENT (PLEASE READ CAREFULLY BEFORE SIGNING)

I certify that all the information on this application is accurate and complete to the best of my knowledge and understand that misleading or false statements will constitute sufficient cause for refusal of hire or termination of my employment.

I understand that neither the acceptance of this application nor the subsequent entry into any type of employment relationship with the Richton Park Public Library District creates an actual or implied contract of employment. I understand that, if I accept employment with the Richton Park Public Library District, it will be on an at-will basis. This means that either the Richton Park Public Library District or I have the right to terminate the employment relationship at any time, for any reason, with or without cause.

I authorize the Richton Park Public Library District to investigate information concerning my education, employment references and all other aspects of my background relevant to my proposed employment. I release the Richton Park Public Library District and its employees from all liability arising from such investigation.

Signature of Applicant

Date

The Richton Park Public Library District is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age or disability. We assure your opportunity for employment with the Richton Park Public Library District depends solely on your qualifications.