

RETURN APPLICATION TO:

Evergreen Park Public Library
9400 S Troy Av
Evergreen Park, IL 60805
Email:employment@evergreenparklibrary.org



APPLICATION FOR EMPLOYMENT

If you require assistance with completing this application or for any phase of the employment process, please notify the person that gave you this form or the Library Director to request an accomodation.

1. Please thoroughly read all statements contained in this application form.
2. Complete all pages of this form completely and accurately.
3. Print clearly. Incomplete or illegible applications will not be processed.

Date: _____
 Position Desired: _____

Personal Information

Name: _____
 Present Address: _____

 Phone Number: _____
 Email Address: _____

Education History

	Name and Location of School	Years Attended	Did you graduate?	Subjects Studied
High School				
College				
Trade or Business School				

Subjects of special study, research work, special training or skills

Availability

Are you legally authorized to work in the United States? _____ Yes _____ No

Former Employers (Last one first)

Dates Employed	Employer	Address	Position	Reason for leaving
From/To:				
From/To:				
From/To:				

References: (List three)

Name	Address	Relationship	Contact Number

“At-Will” Employment

I understand that, if I am hired, my employment shall be “at-will”, and that either the Library or I can terminate the employment relationship for any reason, or no reason at all, without notice.

EEO Statement

The Library is an Equal Employment Opportunity employer, and does not discriminate in hiring or employment practices. All qualified applicants will receive consideration without regard to race, color, creed, religion, national origin, age, disability, sex, or any other characteristic protected by law, rule, or regulation.

Certification

I certify the information provided by me on this application is complete and true to the best of my knowledge and belief. I understand that any false information, omissions, or misrepresentations may result in rejection of my application or discharge at any time during my employment.

Agreement

I understand that, if I receive a conditional offer of employment, I will be required to undergo a criminal background check at my own expense, and provide the Library with the resulting report. I also understand that I may refuse to obtain a criminal background check report and/or provide it to the Library, and, in that event, my application for employment will not be processed further and the condition offer of employment will be withdrawn.

Authorization

I authorize all persons, schools, companies, current and/or former employers, and law enforcement authorities to release any information to the Library concerning my background, and I release these persons, schools, companies, current and/or former employers and law enforcement authorities from any liability for any damage whatsoever for issuing this information to the Library.

Date: _____

Signature: _____