

Position applied for

Middle Init.

First Name

Last Name



Application for Employment

We appreciate your interest in working for the Elmhurst 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.

We are an equal opportunity employer and do not unlawfully discriminate on the basis of race, color, ancestry, national origin, religion, age, sex, marital status, veteran status, or physical or mental disabilities unrelated to your ability to perform essential job functions with or without reasonable accommodations.

PERSONAL INFORMATION

Name: _____
Last Name First Name Middle Initial

Address: _____
Street/Apt. # City/State Zip

Home Phone: () _____ Cell Phone: () _____

Driver's License #: _____ State: _____ Class: _____

E-mail Address: _____

POSITION APPLIED FOR AND AVAILABILITY

Position desired: _____ Available start date: _____

Preferred Status: Full-time Part-time

Days and hours available for work: _____

Have you ever applied here before? Yes No If yes, when: Month _____ Year _____

Were you ever employed by Elmhurst Public Library? Yes No If yes, when: Month _____ Year _____

Are you at least 18 years of age? Yes No

SPECIAL TRAINING / EDUCATION HISTORY

Circle Highest Grade Completed: High School 9 10 11 12 College 13 14 15 16 Post Graduate 1 2 M.A. Ph.D.

School	Name	Graduate	Degrees/Certs.	Majors
High School		Yes / No		
College		Yes / No		
Post Graduate		Yes / No		
Other Training		Yes / No		
Other Training		Yes / No		

Military Service: Branch: _____ Length of Service: _____ Dates: _____

MISCELLANEOUS

Have you worked under a different name? Please list: _____

Are you a United States citizen? Yes No Are you authorized to work in the United States? Yes No
(Employment is subject to verification of U.S. citizenship or immigration status in accordance with the Immigration Reform & Control Act.)

Have you ever been convicted of a crime? Yes No If yes, list dates, place, court, action taken: _____

(A prior conviction does not necessarily mean that you cannot be employed. All circumstances will be considered. You are not required to disclose records of convictions or arrests which have been sealed or expunged according to the Illinois Crime Identification Act.)

Please list all current and previous employers, starting with your current employer.
If you are not presently employed, start with your most recent employer.

EMPLOYMENT HISTORY

Firm Name: _____ Phone Number: () _____

Address: _____
Street City/State Zip

Position Title: _____

Supervisor Name & Title: _____

Employment Dates: From _____ To _____ Beg. Salary: \$ _____ Ending Salary: \$ _____

Are you currently working for this employer? Yes No If yes, may we contact? Yes No
If no, please specify the reason for leaving: _____

Please list any skills you used in this position:

1. _____ 2. _____ 3. _____

EMPLOYMENT HISTORY

Firm Name: _____ Phone Number: () _____

Address: _____
Street City/State Zip

Position Title: _____

Supervisor Name & Title: _____

Employment Dates: From _____ To _____ Beg. Salary: \$ _____ Ending Salary: \$ _____

Are you currently working for this employer? Yes No If yes, may we contact? Yes No
If no, please specify the reason for leaving: _____

Please list any skills you used in this position:

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Firm Name: _____ Phone Number: () _____

Address: _____
Street City/State Zip

Position Title: _____

Supervisor Name & Title: _____

Employment Dates: From _____ To _____ Beg. Salary: \$ _____ Ending Salary: \$ _____

Are you currently working for this employer? Yes No If yes, may we contact? Yes No
If no, please specify the reason for leaving: _____

Please list any skills you used in this position:

1. _____ 2. _____ 3. _____



ELMHURST PUBLIC LIBRARY PRE-EMPLOYMENT INQUIRY RELEASE

I understand that as a condition of employment, the Elmhurst Public Library requires investigative background inquiries including, criminal, driving and other reports. The Elmhurst Public Library will be requesting information from various federal, state and other agencies which maintain relevant records.

Further, I understand that the Elmhurst Public Library will make inquiries as to my character, work habits, performance, and experience along with reasons for termination of past employment.

I authorize without reservation any party or agency contacted by the Elmhurst Public Library to furnish the above-mentioned information.

Print Full Name _____

Social Security Number _____ Date of Birth _____

Current Address _____

City/State/Zip _____

Driver's License Number _____ State _____

Applicant's Signature _____ Date _____

Applicant's Phone Number, including area code _____

STATEMENT OF PURPOSE FOR COLLECTION OF SOCIAL SECURITY NUMBERS

You are being asked for your SSN for the following reason: **Background check for employment.** We will only use your SSN for the purpose(s) for which it was collected.

We will not:

Sell, lease, loan, trade, or rent your SSN to a third party for any purpose; Publicly post or publicly display your SSN; Print your SSN on any card required for you to access our services; Require you to transmit your SSN over the Internet, unless the connection is secure or your SSN is encrypted; or Print your SSN on any materials that are mailed to you, unless State or Federal law requires that number to be on documents mailed to you, or unless we are confirming the accuracy of your SSN.

Questions or Complaints about this Statement of Purpose:

Write to the Elmhurst Public Library, Attn: Library Director, 125 S. Prospect, Elmhurst, IL 60126