

Position applied for

Middle Int.

First

Last Name



## APPLICATION FOR EMPLOYMENT

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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 or for a future opening.

Your application will be kept on file for one year. 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.

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## 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: \_\_\_\_\_

## POSITIONS APPLIED FOR AND AVAILABILITY

Position desired: 1. \_\_\_\_\_ 2. \_\_\_\_\_  
3. \_\_\_\_\_ Available start date: \_\_\_\_\_

Preferred Status:  Full-time  Part-time

Days and hours available for work: \_\_\_\_\_

How did you learn about this job opening:  Newspaper  Internet  Referred

Other. Please specify: \_\_\_\_\_

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 College Post Graduate  
9 10 11 12 13 14 15 16 1 2 M.A. Ph.D.

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





**ELMHURST PUBLIC LIBRARY  
PRE-EMPLOYMENT INQUIRY RELEASE**

I understand that as a condition of employment, the Elmhurst Public Library requires investigative background inquiries including consumer, 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 \_\_\_\_\_