

“Developing A City of Readers”  
North Chicago Public Library  
2100 Argonne Drive, North Chicago, Illinois 60064  
Serving the communities of North Chicago & Great Lakes, IL 60064-60088

## Application For Employment

**Please Print**

Position(s) Applied for: _____
Date of Application: _____
How did you learn about this position? <input type="checkbox"/> Advertisement <input type="checkbox"/> Friend <input type="checkbox"/> Walk-In <input type="checkbox"/> Other: _____
Last Name, First Name, Middle Name _____
Street Address, City, State, Zip Code _____
Telephone Number(s), Social Security Number _____

Are you 16 years of age or older?                       Yes                       No

Are you currently employed?                       Yes                       No

Are you prevented from lawfully becoming employed  
in this country because of Visa or Immigration Status?                       Yes                       No

(Proof of citizenship or immigration status will be required upon  
Employment)

On what date would you be available to work? \_\_\_\_\_

Are you available to work:                       Full-Time                       Part-Time                       Temporary

Have you been convicted of a felony within the last 7 years                       Yes                       No

*(Conviction will not necessarily disqualify an applicant from employment)*

If Yes, Please explain:

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List any friends or relatives working for the Library:

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## Education

	Name and Location of School	No. of Years Attended	Did you Graduate?	Subjects Studied
Grammar School				
High School				
College				
Graduate School				
Trade. Business or Correspondence School				

*\*The Age Discrimination in Employment Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40 years of age.*

**Employment Experience:** (Start with your present or last job.)

Employer:	Dates of Service (month/year)		Description of Work Performed
Address:	From:	To:	
Telephone Number(s):	Hourly Rate/ Salary		
Job Title:	Starting:	Final:	
Supervisor			
Reason for Leaving:			
May we Contact for Reference? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Employer:	Dates of Service (month/year)		Description of Work Performed
Address:	From:	To:	
Telephone Number(s):	Hourly Rate/ Salary		
Job Title:	Starting:	Final:	
Supervisor:			
Reason for Leaving:			
May we Contact for Reference? <input type="checkbox"/> Yes <input type="checkbox"/> No			

## Employment Experience (...Continued)

Employer:	Dates of Service (month/year)		Description of Work Performed
Address:	From:	To:	
Telephone Number(s):	Hourly Rate/ Salary		
Job Title:	Starting:	Final:	
Supervisor:			
Reason for Leaving:			
May we Contact for Reference? <input type="checkbox"/> Yes <input type="checkbox"/> No			

## References:

Give the names of three persons not related to you, whom you have known for at least a year. Two of the three references must be a professional reference.

Name	Address	Telephone Number(s)	Years Acquainted

## Special skills, Qualifications and/or Training

Please summarize special skills, qualifications and/or training that you possess.

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Please tell us why you would like to work at the North Chicago Public Library.

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### **Applicant's Statement**

"I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment and I release from liability any person giving or receiving such information.

In the event of employment, I understand that false or misleading information given in my application, related papers or interview(s) may result in discharge. I understand, also that I am required to abide by all rules and regulations of the employer."

The applicant understands that neither this document nor any offer of employment from the employer constitutes an employment contract unless a specific document to that effect is executed by the employer in writing.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date