



**River Forest Public Library**  
735 Lathrop Ave, River Forest, IL 60305 (708)366-5205

## **Application for Employment**

### **An Equal Opportunity Employer**

#### **PERSONAL DATA**

Name (Last, First, Middle) \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone ( ) \_\_\_\_\_ Cell Phone ( ) \_\_\_\_\_

Email: \_\_\_\_\_

If employed, can you provide proof of authorization to work in the U.S.?  Yes  No

Position Applying For: \_\_\_\_\_

How did you learn about this open position: \_\_\_\_\_

#### **EDUCATION RECORD**

**High School:** \_\_\_\_\_

Address: \_\_\_\_\_

Did you graduate?  Yes  No

**College/University:** \_\_\_\_\_

Address: \_\_\_\_\_

Degrees or Diploma?  Yes  No

Years Attended? 1 2 3 4

#### **Trade or Technical Training**

Address: \_\_\_\_\_

Degrees or Diplomas: \_\_\_\_\_

#### **Graduate School**

Address: \_\_\_\_\_

Degrees or Diploma?  Yes  No

Years Attended? 1 2 3 4

#### **Special Skills**

Summarize any special skills or qualifications that you acquired through employment or other experience that are applicable to the job that you are applying for:

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### **Employment History**

Begin with your most recent employer. Attach additional sheet if needed.

1. Employer: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

Address: \_\_\_\_\_

Phone ( ) \_\_\_\_\_

Title/Duties: \_\_\_\_\_

Manager's Name: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

2. Employer: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

Address: \_\_\_\_\_

Phone ( ) \_\_\_\_\_

Title/Duties: \_\_\_\_\_

Manager's Name: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

3. Employer: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

Address: \_\_\_\_\_

Phone ( ) \_\_\_\_\_

Title/Duties: \_\_\_\_\_

Manager's Name: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

### **Personal Data**

Have you been employed here before?       Yes       No

May we contact your current employer?       Yes       No

### **Applicant's Signature**

I certify that all of my answers given here are true and complete to the best of my knowledge, and that supplying false information herein shall result in immediate disqualification for consideration for employment or termination from employment, regardless of when such false information is discovered. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision; and I hereby agree to indemnify and hold harmless each and every current or prior employer in defending against any charge, complaint or suit filed with any Federal, State or local agency, or in any court of the State or Federal government for providing an accurate, factual history of employment information. I understand 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 and employee in writing.

I also certify that if I am chosen as a candidate for an open position, the River Forest Public Library will perform a background check before I am to begin employment. The background check may contain public record information which may be requested including, but not limited to: consumer credit, criminal records, civil cases in which I have been involved, driving history records, current motor vehicle insurance coverage information, education records, previous employment history, workers compensation claims history, social security traces, military records, professional licensure records, eviction records, drug testing, government records, and others.

I also certify that I understand that these reports may include experience information along with reasons for termination of past employment. I also acknowledge that information from various federal, state, local and other agencies which contain information about my past activities will be requested, and that a consumer report containing injury and illness, drug testing, or other medical records and medical information. I also certify that I may not become employed at the River Forest Public Library if any of these reports come back as negative and not in the best interest of the library.

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Signature of Applicant

Date