



# CHICAGO RIDGE PUBLIC LIBRARY EMPLOYMENT APPLICATION

*Equal Opportunity Employer*



## APPLICANT INFORMATION

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ M.I.: \_\_\_\_\_ Date: \_\_\_\_\_

Street Address: \_\_\_\_\_ Apt./Unit#: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Email Address: \_\_\_\_\_

Date Available: \_\_\_\_\_ Position Applied for: \_\_\_\_\_ Desired Salary: \_\_\_\_\_

Employment Desired (*please check one*): ☐ Full-time ☐ Part-time ☐ Temporary

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



## PREVIOUS EMPLOYMENT

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

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

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? ☐ Yes ☐ No

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

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

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? ☐ Yes ☐ No



## EDUCATION

High School: \_\_\_\_\_ Address: \_\_\_\_\_

Years attended: ☐ 1 ☐ 2 ☐ 3 ☐ 4 Did you graduate?: ☐ Yes ☐ No Degree: \_\_\_\_\_

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

Years attended: ☐ 1 ☐ 2 ☐ 3 ☐ 4 Did you graduate?: ☐ Yes ☐ No Degree: \_\_\_\_\_

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

Years attended: ☐ 1 ☐ 2 ☐ 3 ☐ 4 Did you graduate?: ☐ Yes ☐ No Degree: \_\_\_\_\_



## 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:



## DISCLAIMER AND 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.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_