



**Highland Park Public Library**  
**494 Laurel Ave.**  
**Highland Park, IL**  
**(847) 432-0216**

**Employment Application**

It is the policy of Highland Park Public Library to provide equal employment opportunities to all persons. This policy prohibits discrimination on the basis of race, color, religion, national origin, place of residence, political affiliation, marital status, physical or mental handicap, sex or age in all aspects of the Library's personnel policies, programs, practices, and operations, except as required by job necessity or preemptive statutes.

All information contained in or connected with this application will be considered personal and confidential and will be used only in conjunction with possible employment. Please furnish complete information for each section of the application as outlined. In addition, a resume may be attached. Applications supplied by applicants not hired will be kept on hand for 90 days.

**PLEASE TYPE OR PRINT NEATLY IN INK.**

PERSONAL INFORMATION	
NAME (LAST, FIRST MIDDLE INITIAL)	POSITION APPLIED FOR:
ADDRESS (NUMBER & STREET, APT #)	TELEPHONE HOME (        ) _____ - _____ WORK (        ) _____ - _____ CELL (        ) _____ - _____ EMAIL ADDRESS:
CITY, STATE & ZIP CODE	Have you ever served in the armed forces? Yes___ No___
Are you at least 18 years of age? Yes___ No___ When would you be available to start work? _____	Are you lawfully eligible to work in the United states? Yes___ No___
Are you able to perform and fulfill all of the essential duties and requirements of the job for which you are applying?  Yes___ No___	Have you ever been dismissed from a job? Yes___ No___ If yes, please explain: _____ _____ _____ _____
Have you ever been convicted of a felony or misdemeanor or any offense other than a minor traffic violation? Yes___ No___  If yes, state the nature of the offense, the date, and the location _____ _____  A conviction will not necessarily disqualify an applicant from employment.	Training: List other training, special qualifications and skills (i.e. special courses, seminars, workshops, training programs, licenses, machine skills, organizational memberships, typing or shorthand speed, etc.) _____ _____ _____ _____

EDUCATION																							
Indicate highest grade completed:												College				Post-Graduate							
1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	1	2	MA	PhD				
High School, Colleges, Graduate Schools, Trade Schools, etc. attended												Address				Major				Degree/Certificate Received			

**EXPERIENCE**

*Start with your present or last job and work backward. Include paid or unpaid, full or part-time, military, summer jobs, etc. Attach additional sheets and/or resume as necessary to provide full history. **Attaching a resume is not grounds for skipping this section.** (Addresses and phone numbers must be complete.)*

May we contact your present supervisor? Yes \_\_\_\_\_ No \_\_\_\_\_ Note: We may be contacting any other previous supervisors.

EMPLOYER NAME & ADDRESS	JOB TITLE	
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NAME, TITLE & PHONE NUMBER OF IMMEDIATE SUPERVISOR	STARTING DATE	ENDING DATE
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REASON FOR LEAVING

DESCRIPTION OF RESPONSIBILITIES

EMPLOYER NAME & ADDRESS	JOB TITLE	
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NAME, TITLE & PHONE NUMBER OF IMMEDIATE SUPERVISOR	STARTING DATE	ENDING DATE
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REASON FOR LEAVING

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REASON FOR LEAVING

DESCRIPTION OF RESPONSIBILITIES

**Comments**

**PLEASE READ AND SIGN BELOW**

I hereby certify that all statements made in this application are true and I agree and understand that any misstatement of facts herein will subject me to disqualification or dismissal from employment. I voluntarily give the Highland Park Public Library the right to verify my educational background, make a thorough investigation of my past employment and activities, agree to cooperate in such investigation, and release from all liability or responsibility all persons, companies, or corporations supplying such information. I understand and acknowledge that an offer of employment may be conditioned upon satisfactory completion of a physical examination, which may include drug and alcohol screening. And a criminal background investigation. If hired, I agree to abide by and conform to the rules and regulations of the Highland Park Public Library and understand that employment with the Highland Park Public Library is "at will," which means that either I or the Library can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute.

Signature of Applicant: _____	Date: _____
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