

FONDULAC DISTRICT LIBRARY

Employment Application

400 Richland Street, East Peoria, Illinois 61611

309.699.3917

fondulaclibrary.org

Fondulac District Library is an Equal Opportunity Employer.

APPLICANT INFORMATION					
Last Name		First		M.I.	Date
Street Address				Apartment/Unit #	
City		State		ZIP	
Phone		E-mail Address			
Position applied for		Are you currently on lay off status and subject to recall? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Date Available	Are you available to work	Fulltime <input type="checkbox"/>	Part-time <input type="checkbox"/>	Temporary <input type="checkbox"/>	Desired Salary
Have you ever filed an application with us before?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?	
Have you ever been employed with us before?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?	
Are you authorized to work in the U.S.? (Proof of citizenship or immigration status is required.)				YES <input type="checkbox"/>	NO <input type="checkbox"/>

EDUCATION	
High School	City, State
Number of Years Completed	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>
College/University	City, State
Number of Years Completed	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>
Course of Study	Degree Received
College/University	City, State
Number of Years Completed	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>
Course of Study	Degree Received
Other	City, State
Number of Years Completed	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>
Course of Study	Degree Received

REFERENCES	
Please list three professional references.	
Full Name	Relationship
Company	Phone
Address	
Full Name	Relationship
Company	Phone
Address	
Full Name	Relationship
Company	Phone
Address	

PREVIOUS EMPLOYMENT		
Please begin with your most recent employer. A resume will not substitute for completion of this portion of the application.		
Company	Phone	
Address	Supervisor	
Job Title		
Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>		
Company	Phone	
Address	Supervisor	
Job Title		
Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>		
Company	Phone	
Address	Supervisor	
Job Title		
Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>		

TRAINING, SKILLS, EXPERIENCE
Please summarize any special skills, training, or qualifications that you acquired through employment or other experience that are applicable to the position for which you are applying.
Do you have any library experience? Please describe below.

DISCLAIMER AND SIGNATURE
I certify that my answers are true and complete to the best of my knowledge.
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.
This application and other documents associated with the application will not and does not create an employment contract.
I hereby authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision (including but not limited to contacting references and previous supervisors for references).
Signature of Applicant
Date