

**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		

<b>PREVIOUS EMPLOYMENT</b>			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"/>
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"/>

<b>TRAINING, SKILLS, EXPERIENCE</b>
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.

<b>DISCLAIMER AND SIGNATURE</b>	
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

## VOLUNTARY APPLICANT DATA

Fondulac District Library is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, Fondulac District Library invites applicants to voluntarily self-identify their race/ethnicity and gender. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information will be kept confidential and will only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement.

Last Name	First	M.I.	Date
Position applied for			
Referral Source	Print Advertisement <input type="checkbox"/>	Employee Referral <input type="checkbox"/>	Walk in <input type="checkbox"/>
	Online/Internet ( <i>Specify site.</i> ) <input type="checkbox"/>	Other <input type="checkbox"/>	

## EEO SURVEY

Government agencies require periodic reports on the sex and ethnicity of applicants and employees. This data will be used for analysis and reporting only. **Choose one race/ethnic group. Submission of information is voluntary.**

### SEX

- ☐ Male
- ☐ Female

### RACE/ETHNIC GROUP

- ☐ **Hispanic or Latino** – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
- ☐ **White (Not Hispanic or Latino)** – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- ☐ **Black or African American (Not Hispanic or Latino)** – A person having origins in any of the black racial groups of Africa.
- ☐ **Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- ☐ **Asian (Not Hispanic or Latino)** – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- ☐ **American Indian or Alaska Native (Not Hispanic or Latino)** – A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
- ☐ **Two or More Races (Not Hispanic or Latino)** – All persons who identify with more than one of the above five races.