

Application for Employment



428 N Cass Ave
 Westmont, IL 60559
 Phone: (630) 969-5625
 Fax: (630) 969-6490
 www.westmontlibrary.org

We welcome you as an applicant for employment with the Westmont Public Library. Your application will be reviewed on the basis of merit and without regard to race, religion, color, age, sex, and national origin, physical or mental disability in accordance with applicable laws. The Westmont Public Library will consider all information contained in or connected with this application personal and confidential and used only in conjunction with your possible employment. Please furnish us with complete information as outlined in this application. Falsifying information may be grounds for disqualification or dismissal. To complete the form, please use a typewriter or print in ink.

Date:		Name: Last		First		MI	
Address: Number and Street							
Town		Zip Code		State			
Home Phone:		Cellular Phone:		Work Phone:		Email:	
Position Desired:				Full-Time <input type="checkbox"/>		Rate of Pay Expected:	
				Part-Time <input type="checkbox"/>		/hr /year	
Are you related to anyone employed by the library? Yes: <input type="checkbox"/> No: <input type="checkbox"/>				Have you ever applied to this organization before? Yes: <input type="checkbox"/> No: <input type="checkbox"/>			
If Yes, give name, department, and relationship:				If Yes, give dates:			
How did you hear of this position?							
<input type="checkbox"/> Do not provide social security number unless this box is checked.							
Social Security Number: - -							
Have you ever served in the armed forces of the United States of America?							
Yes: <input type="checkbox"/> No: <input type="checkbox"/>							
Year Entered		Year Discharged		Rank when Discharged		Service Number	
Have you been convicted of a felony or misdemeanor in the last five years? (Conviction is not an automatic bar to employment. Each case will be considered on its own merits.)							
Yes: <input type="checkbox"/> No: <input type="checkbox"/>							
If Yes, please describe:							

Education Information

Circle highest level completed:

Elementary 6 7 8 High School 1 2 3 4 College 1 2 3 4 5 6 7 8

Name of High School:	Location:
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Dates Attended (mo/yr):	If graduated, month & year:
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Please list extracurricular activities, honors, offices, and awards:

Name of College:	Location:
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Dates Attended (mo/yr):	If graduated, month & year:	Degree:
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Please list major and relevant courses or studies:

Please list extracurricular activities, honors, offices, and awards:

Name of Graduate School:	Location:
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Dates Attended (mo/yr):	If graduated, month & year:	Degree:
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Please list major and relevant courses or studies:

Please list extracurricular activities, honors, offices, and awards:

Please list any skills you have related to this position, as well as courses, seminars, workshops or certificates you hold:

Personal References

Please do not give former employers or relatives as references.

Name:	Years Acquainted:	Phone:
Mailing Address:		

Name:	Years Acquainted:	
Mailing Address:		

Name:	Years Acquainted:	
Mailing Address:		

Please read carefully before signing!

Applicant Agreement: Release and Certification

I hereby certify that all answers to the questions herein are true, accurate, and complete to the best of my knowledge. I agree and understand that any false statements, misrepresentations, or omissions of facts contained in this application (or any other accompanying or required documentation) may cause the rejection of this application or the termination of employment without notice or benefits, regardless of how or when discovered.

I understand that all candidates hired are subject to satisfactory completion of a probationary period. I authorize the investigation of all statements and information contained in this application. I release the Westmont Public Library from any and all liability that might result from conducting a background investigation. I also release from liability anyone supplying information pursuant to such investigation. I understand that this information is not, nor is it intended to be, a contract of employment. If hired, I agree to abide by all applicable Westmont Public Library rules and regulations.

I acknowledge that I have read the above statements and hereby grant permission to verify the information supplied on this application for employment and employment related documents I have provided.

Print Name: _____

Signature: _____

Date: _____

Employment History

Please list all employers and contact information beginning with your present or most recent employer. You are encouraged to submit a personal resume in addition to this application.

Most Recent Employer:	Employer's Address & Phone:	
Position Held:	Duties:	
Employment Dates:	Reason for Leaving:	
Immediate Supervisor:	May we contact them? Yes: <input type="checkbox"/> No: <input type="checkbox"/>	Last Salary/Wage: /hr /yr

Employer:	Employer's Address & Phone:	
Position Held:	Duties:	
Employment Dates:	Reason for Leaving:	
Immediate Supervisor:	May we contact them? Yes: <input type="checkbox"/> No: <input type="checkbox"/>	Last Salary/Wage: /hr /yr

Employer:	Employer's Address & Phone:	
Position Held:	Duties:	
Employment Dates:	Reason for Leaving:	
Immediate Supervisor:	May we contact them? Yes: <input type="checkbox"/> No: <input type="checkbox"/>	Last Salary/Wage: /hr /yr

Employer:	Employer's Address & Phone:	
Position Held:	Duties:	
Employment Dates:	Reason for Leaving:	
Immediate Supervisor:	May we contact them? Yes: <input type="checkbox"/> No: <input type="checkbox"/>	Last Salary/Wage: /hr /yr

Confidential Applicant Information

The Westmont Public Library is an Equal Opportunity Employer. The Westmont Public Library maintains statistical information on job applicants, in accordance with federal guidelines for Equal Opportunity Employment. To assist us, you are asked to voluntarily provide the information requested below. This section will be detached from your application and will not be used in any way during the employment process.

Ethnic Background that you most closely identify with:

- White Asian or Pacific Islander
 African American American Indian or Alaskan Native
 Hispanic

Sex: Male Female

Today's Date: _____

Job Title Applied for: _____

How did you learn of this position:

1. Advertisement (which one) _____
2. Other publication (which one) _____
3. Posting at the Library _____
4. Other job posting (where) _____
5. Friend or relative _____
6. Organization or group (specify) _____
7. Library Employee _____
8. Employee Agency _____
9. Other (specify) _____