



Application for Employment

Employment Desired

Position _____ Date _____

Personal Information

Name _____
(First) (Middle) (Last)

Address _____

City, State, Zip Code _____ Phone _____

E-mail _____

Education	Name and Location	Degree or Number of Years Completed
High School Now Enrolled Yes ___ No ___ Graduated Yes ___ No ___		
College Now Enrolled Yes ___ No ___ Graduated Yes ___ No ___		
Graduate School Now Enrolled Yes ___ No ___ Graduated Yes ___ No ___		

Skills and Qualifications

Computer software knowledge _____

Do you possess any special skills which you feel would be beneficial for this position? (List customer service, typing, computer, technical, mechanical, second language, or other skills.)

Date available to begin work: _____ Are you currently employed? Yes ___ No ___
 If so, may we contact your present employer? Yes ___ No ___

Hours Available	Full Time _____	Part Time _____	Total Hours Available Per Week _____				
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
From							
To							

Employment History: List below last three employers within the past ten years, starting with the most recent first		
Date – Month & Year	Name & Address of Employer	
From _____ To _____	_____ _____ Contact _____	Position _____ Reason for Leaving _____
From _____ To _____	_____ _____ Contact _____	Position _____ Reason for Leaving _____
From _____ To _____	_____ _____ Contact _____	Position _____ Reason for Leaving _____

References

Name	Relationship
Address _____ City, State, Zip Code _____	Telephone _____ Cell: _____ Business: _____

Name	Relationship
Address _____ City, State, Zip Code _____	Telephone _____ Cell: _____ Business: _____

Name	Relationship
Address _____ City, State, Zip Code _____	Telephone _____ Cell: _____ Business: _____

In submitting this application for employment, I understand that an investigation may be made whereby information is obtained regarding my character, previous employment, general reputation, educational background, and criminal history. I authorize anyone possessing this information to furnish it to the Cherry Valley Public Library District upon request and I release anyone so authorized and the Cherry Valley Public Library District from all liability and damages whatsoever in furnishing, obtaining, or using said information.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in immediate dismissal. I understand, also, that I am required to abide by all rules and regulations of the Cherry Valley Public Library District. I understand and agree that if employed, the employment will be "at will" until/unless superseded by Illinois law. I understand that receipt of this application by the Cherry Valley Public Library District does not imply employment and that this application and/or any other Cherry Valley Public Library District documents are not contracts of employment.

Please type your name/signature below to indicate your agreement.

Signature _____ Date _____