CHERRY VALLEY PUBLIC LIBRARY
755 E. State St, Cherry Valley, IL 61016
cherryvalleylib.org • 815.332.5161

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 _____