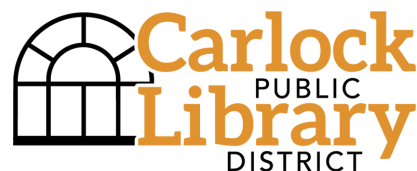


Application for Employment



Date of Application

We are an Equal Opportunity Employer and it is our policy not to discriminate against any applicant because of age, color, sex, disability, national origin, race, religion, or veteran status.

Personal Information

Name		
Address		
Phone	Email	Date of Birth
Driver's License <input type="checkbox"/> No <input type="checkbox"/> Yes (#)		
Are you legally eligible to work in the US? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you ever been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If selected for employment are you willing to submit to a background check? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Position

Position you are applying for	Expected pay
Available start date	Minimum & Maximum weekly hours you desire
Are you available to work:	
Weekdays 9:00 am to 1:00 pm	<input type="checkbox"/> Yes <input type="checkbox"/> No
Weekdays 9:00 am to 2:00 pm	<input type="checkbox"/> Yes <input type="checkbox"/> No
Weekdays 1:00 pm to 5:00 pm	<input type="checkbox"/> Yes <input type="checkbox"/> No
Weekdays 2:00 pm to 7:00 pm	<input type="checkbox"/> Yes <input type="checkbox"/> No
Saturdays 9:00 am to 1:00 pm	<input type="checkbox"/> Yes <input type="checkbox"/> No

Educational Background

School Name	Location	Field of Study	Years Attended	Did You Graduate?

Skills & Training

Are you skilled and proficient in:

- | | | |
|------------------------------------------------|-----------------------------------------------------------------------|-------------------------------------------------------|
| <input type="checkbox"/> Customer Service | <input type="checkbox"/> Library automation systems | <input type="checkbox"/> Languages other than English |
| <input type="checkbox"/> Typing / Keyboarding | <input type="checkbox"/> Microsoft Office and similar apps | <input type="checkbox"/> Research |
| <input type="checkbox"/> General office skills | <input type="checkbox"/> Organizational skills with an eye for detail | <input type="checkbox"/> Graphic design |

Employment History

Employer (1)	Position	Dates Employed
Employer Address	Reason for Leaving	Starting/Ending Pay Rate
Employer (2)	Position	Dates Employed
Employer Address	Reason for Leaving	Starting/Ending Pay Rate
Employer (3)	Position	Dates Employed
Employer Address	Reason for Leaving	Starting/Ending Pay Rate

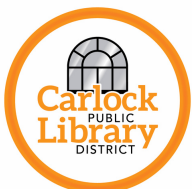
References (Business and Professional)

Name	Title	Company	Phone and Email

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 employment being terminated.

Name (please print)	Signature
Date	



Please return your completed application to Carlock Public Library District:

- In person: 202 East Washington Street, Carlock, Illinois
- By mail: P.O. Box 39, Carlock, Illinois 61761 or
- By email: carlocklib@yahoo.com