

# Alpha Park Public Library District

3527 S. Airport Rd., Bartonville, IL 61607

An Equal Opportunity Employer

**Application For Employment-** (please print)

**Personal Data:**

Date: \_\_\_\_\_

Name (last, first, initials) \_\_\_\_\_

Present Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Age if under 18 or over 70: \_\_\_\_\_ The Age Discrimination in Employment Act of 1978 prohibits discrimination on the basis of age with respect to individuals who are at least 40 but less than 70 years of age.

Social Security No.: \_\_\_\_\_

Date available for employment: \_\_\_\_\_

For which kinds of library work are you applying? Part-time \_\_\_\_\_ Full-time \_\_\_\_\_

Circ Desk \_\_\_\_\_ Office \_\_\_\_\_ Librarian \_\_\_\_\_ Page \_\_\_\_\_

Technical Services \_\_\_\_\_

Other \_\_\_\_\_

**Education:**

Circle highest year completed: 8 9 10 11 12 13 14 15 16 17 18

Type of School	Name & Location	Dates Attended		Graduation Year	Degree	Major	Minor
		From	To				
High School							
College/ University (List all attended)							

Please check any courses, library related or otherwise, completed in high school or college:

Computer \_\_\_\_\_

Youth services work \_\_\_\_\_

Reference \_\_\_\_\_

Library Administration \_\_\_\_\_

Cataloging \_\_\_\_\_

Circulation \_\_\_\_\_

Bookkeeping \_\_\_\_\_

Which computer program(s) do you know and/or use regularly (for example Microsoft Word, Excel, or other programs) \_\_\_\_\_

Give any additional information concerning special qualifications, talents, community services, honors, courses, etc., which you feel would be helpful in considering your application. Give details and dates of any library experience or other relevant experience. Use additional page if necessary. \_\_\_\_\_

Alpha Park Public Library District  
Application For Employment  
Page 2

Employment Record:

Most recent position **first-** account for all time since high school except high school students, attach additional resume, if necessary.

Employer _____	Employed			Your Title _____
Address _____	from	to		
	Salary			Your responsibilities _____
Reason for Leaving _____	first	last		
Employer _____	Employed			Your Title _____
Address _____	from	to		
	Salary			Your responsibilities _____
Reason for Leaving _____	first	last		
Employer _____	Employed			Your Title _____
Address _____	from	to		
	Salary			Your responsibilities _____
Reason for Leaving _____	first	last		

To Applicants: The CIVIL Rights Act of 1964 prohibits discrimination in employment because of race, color, religion, sex or national origin. Federal Law also prohibits discrimination on the basis of age with respect to certain individuals. The Federal Laws also prohibit some or all of the above types of discrimination as well as some additional types such as discrimination based upon ancestry, marital status or physical or mental handicap or disability.

\_\_\_ Do you have any physical condition which may limit your ability to perform the particular job for which you are applying? If yes, describe such condition and explain how you can perform the job for which you are applying in spite of it.

*I understand that any false or misleading statements made by me on this application may prevent my employment or may be cause for dismissal if hired. I understand that all employment at Alpha Park Library is "at-will"; and that employees are free to resign or be terminated anytime. Neither this application nor any other personnel form constitutes an employment contract. I hereby authorize my former and present employers and others to give any information they have regarding me, or my employment with them and I release them and their companies from any liability for damage resulting therefrom.*

Signature \_\_\_\_\_  
Completed application form will be kept for 12 months. Please reapply if interested after that time.