



APPLICATION FOR EMPLOYMENT

It is the policy of the Lake Villa District Library to afford Equal Employment Opportunity regardless of race, age, religion, color, marital status, national origin, gender, or sexual orientation. Further, all applicable laws relating to disability discrimination will be strictly followed.

APPLICANT INFORMATION											
Last Name				First				M.I.		Date	
Street Address						Apartment/Unit #					
City				State				ZIP			
Phone				E-mail Address							
Position applying for						Date available to start					
Type of work desired: Full Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Seasonal <input type="checkbox"/> Year round <input type="checkbox"/> Are you 16 years of age or older? Yes <input type="checkbox"/> No <input type="checkbox"/>											
Available to work: Daytime <input type="checkbox"/> Evenings <input type="checkbox"/> Weekends <input type="checkbox"/> Hours available to work:											
Have you worked for us before? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, when and in what position?											
Are you legally eligible to work in the United States? (If hired, verification will be required) YES <input type="checkbox"/> NO <input type="checkbox"/>											
EDUCATION											
High School				Address							
# of years attended:				Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>				If no, year of expected graduation:			
College				Address							
# of years attended:				Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>				Degree			
Other				Address							
# of years attended:				Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>				Degree			
EMPLOYMENT HISTORY (Begin with most recent)											
Employer						Phone					
Address						Supervisor					
Position/Duties											
From		To		Reason for Leaving							
May we contact your current supervisor?						YES <input type="checkbox"/>		NO <input type="checkbox"/>			
Employer				Phone							
Address				Supervisor							
Position/Duties											
From		To		Reason for Leaving							
May we contact your previous supervisor?						YES <input type="checkbox"/>		NO <input type="checkbox"/>			
Employer				Phone							
Address				Supervisor							
Position/Duties											
From		To		Reason for Leaving							
May we contact your previous supervisor?						YES <input type="checkbox"/>		NO <input type="checkbox"/>			

ADDITIONAL COMMENTS RELATING TO YOUR EMPLOYMENT HISTORY

SKILLS/TRAINING/CERTIFICATIONS (summarize any skills or qualifications that you acquired through employment or other experience that are applicable to the position you are applying for)

BRIEFLY DESCRIBE WHAT YOU BELIEVE TO BE THE MOST VALUABLE SKILL, KNOWLEDGE, OR TALENT THAT YOU WILL BE ABLE TO CONTRIBUTE TO LVDL.

REFERENCES (Please provide names of three individuals not related to you whom you have known at least one year)

Full Name			
Address		Phone	
Relationship		Years acquainted	
Full Name			
Address		Phone	
Relationship		Years acquainted	
Full Name			
Address		Phone	
Relationship		Years acquainted	

DISCLAIMER AND SIGNATURE

I hereby authorize the Lake Villa District Library to make a thorough investigation of all statements contained in this application, my past employment, education, and other activities, and I release from all liability all persons, companies, and corporations supplying such information. I indemnify the Lake Villa District Library against any liability that might result from making such investigation. I also agree that if any misrepresentations have been made by me herein or the results of that investigation are not satisfactory for any reason, any employment made to me by the Lake Villa District Library may be terminated immediately without any obligation or liability to me other than for payment, at the rate agreed upon, for services actually rendered if I have begun work for the Lake Villa District Library.

Additionally, I understand that nothing contained in this employment application or in the granting of an interview or in any policies, procedures, or handbooks that I might receive is intended to create an employment contract between the Lake Villa District Library and me for either employment or the provision of any benefit. No promises regarding employment have been made to me. I understand that employment at the Lake Villa District Library is employment at will, which means that the Library may terminate my employment, in the event that I am hired, with or without cause or notice.

I hereby acknowledge that I have read the above statement and understand it.

Signature

Date