

Received by \_\_\_\_\_  
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# LAKE VILLA DISTRICT LIBRARY

## APPLICATION FOR EMPLOYMENT

1001 East Grand Avenue  
Lake Villa, Illinois 60046

### PERSONAL INFORMATION

Today's date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Telephone \_\_\_\_\_

If this application is for a specific position, please name it \_\_\_\_\_

Type of work desired: Full time \_\_\_\_\_ Part time \_\_\_\_\_  
Seasonal \_\_\_\_\_ Year round \_\_\_\_\_

Are you legally permitted to work in the United States? \_\_\_\_\_

The library is open Monday through Thursday, 9 a.m. to 9 p.m.; Friday, 9 a.m. to 6 p.m.; Saturday, 9 a.m. to 5 p.m.; Sunday, 1 p.m. to 5 p.m. Work assignments may include evening and weekend hours. What hours CAN you work?  
\_\_\_\_\_

Have you been convicted of any criminal offense other than a minor traffic violation within the last seven (7) years? Do not disclose any information regarding arrest or conviction records that have been expunged or sealed. Disclosure of a conviction is not an automatic bar to consideration for employment.

Yes \_\_\_ No \_\_\_ If yes, please explain. \_\_\_\_\_  
\_\_\_\_\_

### EDUCATION

School	City	Degree earned
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**SKILLS AND QUALIFICATIONS**

Library jobs involve keyboarding/typing; using a computer to enter and retrieve data; filing; operating a photocopier. Please describe your experience and skill level with these.

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Are there other skills, training, licenses, or knowledge that you have?

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**EMPLOYMENT HISTORY**

Present employer \_\_\_\_\_ Dates of employment \_\_\_\_\_

Address \_\_\_\_\_

Duties \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Previous employer \_\_\_\_\_ Dates of employment \_\_\_\_\_

Address \_\_\_\_\_

Duties \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Previous employer \_\_\_\_\_ Dates of employment \_\_\_\_\_

Address \_\_\_\_\_

Duties \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Comments (including explanation of any gaps in employment) \_\_\_\_\_

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Briefly describe what you believe to be the most valuable skill, knowledge, or talent that you will be able to contribute to the Lake Villa District Library.

Why are you interested in working at the Lake Villa District Library?

**REFERENCES**

Name	Address	Phone

**AFFIRMATIVE ACTION**

The Lake Villa District Library does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, age, handicap/disability, marital status, military status, or any other characteristic that is protected by applicable law.

**NON SMOKING FACILITY**

We are a no smoking facility in accordance with the requirements of Smoke Free Illinois

**DISABLED INDIVIDUAL OR DISABLED VETERAN**

If you are an individual with a disability or a disabled veteran, please indicate what, if any, reasonable accommodations you believe you need to perform the job you are applying for properly and safely. This is voluntary information.

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**REFERRAL SOURCE**

Please indicate where you first heard about the position for which you are applying. Be as specific as possible. This is voluntary information.

Other library employee \_\_\_\_\_ School/College \_\_\_\_\_  
Library website \_\_\_\_\_ State employment office \_\_\_\_\_  
Newspaper (which?) \_\_\_\_\_ State employment website \_\_\_\_\_  
Walk-in \_\_\_\_\_  
Other, please explain \_\_\_\_\_

**PLEASE READ CAREFULLY BEFORE SIGNING**

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