Lake Villa District Library
Connecting People

APPLICATION FOR EMPLOYMENT

Lake Villa District Library is an Equal Employment Opportunity Employer

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 ☐ Part-Time ☐ Seasonal ☐ Year round ☐ Are you 16 years of age or older? Yes ☐ No ☐

Available to work: Daytime ☐ Evenings ☐ Weekends ☐ Hours available to work:

Have you worked for us before? YES ☐ NO ☐ If yes, when and in what position?

Are you legally eligible to work in the United States? (If hired, verification will be required) YES ☐ NO ☐

EDUCATION							
High School		Address					
# of years attended:		Did you graduate? YES ☐ NO ☐		If no, year of expected graduation:			
College		Address					
# of years attended:		Did you graduate? YES ☐ NO ☐		Degree			
Other		Address					
# of years attended:		Did you graduate? YES ☐ NO ☐		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 ☐	NO ☐			
Employer				Phone			
Address				Supervisor			
Position/Duties							
From		To		Reason for Leaving			
May we contact your previous supervisor?			YES ☐	NO ☐			
Employer				Phone			
Address				Supervisor			
Position/Duties							
From		To		Reason for Leaving			
May we contact your previous supervisor?			YES ☐	NO ☐			

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