

Round Lake Area Library Application for Employment

Please read carefully and complete by printing in ink.

Date of Application: _____ Position Desired: _____

Last Name: _____ First: _____ MI: _____

Street Address: _____ City: _____

State: _____ Zip: _____ Phone: _____

Are you at least 18 years old? _____

If applying for the shelver position , are you 16 years old? _____

Date you can begin: _____ Salary desired: _____

An Equal Opportunity Employer

The Round Lake Area Library is an equal opportunity employer, and we do not and will not discriminate on the basis of race, religion, national origin, sex, age, disability, marital status, or status as a disabled veteran. Information provided on this application will not be used for any discriminatory purpose.

Please provide all information requested.

Your complete application form will be maintained in our active files for six (6) months from the date of application. You may submit a new application at any time.

Employment Record

Starting with present or most recent, list all previous employers. Include self-employment or summer and part time jobs. If more space is needed, please continue on a separate sheet. You may attach a resume, but complete this application as well.

Last or Present Employer: _____

Type of Business: _____

Title or Position: _____

Street Address: _____

Telephone: _____

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Brief description of job duties: _____

Supervisors name: _____ **May we contact?** _____

Dates worked: From _____ **to** _____

Beginning Salary: _____ **Ending Salary:** _____

Reason for leaving: _____

May we contact your present employer? Yes _____ **No** _____

Previous Employer: _____

Type of Business: _____

Title or Position: _____

Street Address: _____

Telephone: _____

Brief description of job duties: _____

Supervisors name: _____ **May we contact?** _____

Dates worked: From _____ **to** _____

Beginning Salary: _____ **Ending Salary:** _____

Reason for leaving: _____

Educational History

High School: _____

Location: (City, State) _____

Dates Attended: _____ **Graduated** _____

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Educational History

Vocational/Business School: _____

Location: (City, State) _____

Dates Attended: _____ **Graduated** _____

College: _____

Location: (City, State) _____

Major Course or Subject: _____

Dates Attended: _____ **Graduated** _____

Membership in Academic Societies, Special Honors, etc.: _____

What other experiences which would qualify you for the job. _____

Additional Information

Please tell us about your hobbies or interests:

Do you read or speak another language fluently? (If yes what language) _____

Do you know sign language? _____

Can you, at the time of employment, submit verification of your legal right to work in the United States? _____

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Professional/Work References

List two people who are not related to you who have knowledge of your qualifications for the position for which you are applying.

Name: _____

Relationship: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone Number: (include area code): _____

Occupation: _____

Name: _____

Relationship: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone Number: (include area code): _____

Occupation: _____

I hereby certify that the answers and other information on this application are true and correct and that I understand any misrepresentation or omission of facts on my part will be justification for separation from the library's service, if employed. I understand that my employment may be contingent upon receipt of an alien registration number, verification of birth and any other pertinent information bearing upon my employment, and that continued employment depends upon the will of the company or myself.

Signature: _____ Date: _____