# Farmington Area Public Library District

411 N. Lightfoot Rd. Farmington, IL 61550 Tel: 309.245.2175 Fax: 309.245.2294

**Employment Application**

It is the policy of the Farmington Area Public Library District to ensure equal opportunity for all individuals without regard to race, color, religion, sex, age, national origin, marital/veteran status/ disability or any other legally protected status in accordance with the requirements of local, state and federal law. **Please complete all required fields or indicate "not applicable (N/A)."**

# Personal Information

Full Name: Application Date:

Street Address: City:

State: Zip Code:

Primary Phone: Email Address:

# Background Information

Position applying for: Date available:

How were you referred to the Library? ( ) Advertisement ( ) Library Website ( ) Friend ( )Relative ( ) Other

*If “other”, please specify:*

Are you at least 18 years of age? ( ) Yes ( ) No

Are you legally eligible to work in the United States? ( ) Yes ( ) No

Were you previously employed by the Farmington Public Library? ( ) Yes ( ) No Dates Employed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If hired, will you be able to work evenings? ( ) Yes ( ) No Work Weekends? ( ) Yes ( ) No

**Education**

**High School**

|  |  |
| --- | --- |
| School Name: | City, State: |
|  |  |
| Did you graduate? ( )Yes ( ) No |  |
| **College/University** |  |
| School: | City, State: |
| Course of study: | Number of years completed: |
| Did you graduate? ( ) Yes ( ) No | Degree received: |
| Graduate School |  |
| School: | City, State: |
| Course of study: | Number of years completed: |
| Did you graduate? ( ) Yes ( ) No | Degree received: |

# Other Qualifications

Please summarize any special job-related qualifications, training (including military or apprenticeship), computer skills, language proficiencies, and/or experience which you feel should be considered in reviewing your application:

# Employment History

Are you presently employed? Yes No If yes, may we contact your current employer? Yes No

*List your present or most recent employer first. A resume will not substitute for completion of this portion of the application.*

|  |  |  |
| --- | --- | --- |
| **Employer One**  Employer: |  | City, State: |
| Telephone: |  | Your title: |
| Supervisor: |  | Supervisor's title: |
| Description of duties: |  |  |
| Employed From (m/y): | To (m/y): | Hours per week: |
| Last Salary: |  | Reason for leaving: |
| **Employer Two** |  |  |
| Employer: |  | City, State: |
| Telephone: |  | Your title: |
| Supervisor: |  | Supervisor's title: |
| Description of duties: |  |  |
| Employed From (m/y): | To (m/y): | Hours per week: |
| Last Salary: |  | Reason for leaving: |
| **Employer Three**  Employer: |  | City, State: |
| Telephone: |  | Your title: |
| Supervisor: |  | Supervisor's title: |
| Description of duties: |  |  |
| Employed From (m/y): | To (m/y): | Hours per week: |
| Last Salary: |  | Reason for leaving: |

# Please read the following carefully before agreeing below:

I certify all information submitted by me on this application is true and complete, and I understand if any false information, omissions, or misrepresentation are discovered, my application may be rejected; and if I am employed my employment may be terminated at any time. Should I be hired, I agree to conform to all rules and regulations of the Farmington Area Public Library District. I understand and agree that the terms and conditions of my employment may be changed with or without cause, and with or without notice at any time. Also, I understand my employment will be at will and I have the right to terminate my employment at any time and the Farmington Area Public Library District retains the same right.

*Do you agree?* Yes No

Signature: Date: