



EMPLOYMENT APPLICATION

Equal Opportunity Employer

Personal Data

NAME _____ DATE: _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

HOME PHONE _____ CELL PHONE _____

E-MAIL ADDRESS _____ POSITION APPLYING FOR: _____

If employed, can you provide proof of authorization to work in the U.S.? Yes No

AVAILABILITY Days _____ Evenings _____ Weekends _____

Education Record

	Name/Address of School	Years Completed	Did you graduate?	Degree or Major
High School				
College				
Other				

Additional training/skills/software: _____

Employment History

Please begin with current or most recent employer. List all positions you have held *for the past ten years*. Add additional pages if necessary.

• Employer _____ Phone _____

Address _____ Job Title _____

Supervisor's Name _____ Dates of Employment _____

Salary _____ Duties _____

Reason for Leaving _____ May we contact? Yes _____ No _____

• Employer _____ Phone _____
 Address _____ Job Title _____
 Supervisor's Name _____ Dates of Employment _____
 Salary _____ Duties _____

Reason for Leaving _____ May we contact? Yes _____ No _____

• Employer _____ Phone _____
 Address _____ Job Title _____
 Supervisor's Name _____ Dates of Employment _____
 Salary _____ Duties _____

Reason for Leaving _____ May we contact? Yes _____ No _____

References

Please include academic, professional or civic references - do not list friends or relatives

Name	Relationship	Telephone

Comments _____

I certify that statements made by me on this application are true, complete and correct to the best of my knowledge and are made in good faith. I understand that if I knowingly made any misstatements of facts, I am subject to termination of employment. I also understand satisfactory completion of a criminal background check is required as a condition of employment. I further understand that all employment opportunities at the Northbrook Public Library are on an at will basis. References and former employers may be contacted unless otherwise requested.

Signature of Applicant _____ Date _____

FOR LIBRARY USE ONLY

Interview Date:	Position:	Notes:
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