

BLOOMINGDALE PUBLIC LIBRARY

for learning ... for life



APPLICATION FOR EMPLOYMENT

Please answer all questions. Resumes are not accepted in lieu of completion of this application. Note: This application was designed to use with several types of job positions. Some questions may not be completely applicable to the job position you are seeking; however, we ask that you answer all questions. An Equal Opportunity Employer. This application valid for only 60 days.

Last Name (Please Print) _____ First _____ Middle _____ Social Security Number _____ Date _____

Present Address: Street _____ City/State _____ Zip Code _____ Telephone Number _____

Only U.S. citizens or aliens who have a legal right to work in the U.S. are eligible for employment. Can you, upon employment, submit documentation verifying your legal right to work in the U.S. and your identity? Yes No

Have you ever been convicted of a felony? Yes No If **Yes**, give dates and explain. (Attach separate paper if necessary.) A conviction will not necessarily disqualify you from employment.

Are you over 18 years of age? Yes No

EDUCATIONAL DATA

School	Print Name, Number and Street, City, State and Zip Code for each School	No. of Yrs. Completed	Degree	Major Course of Study
High School				
College				
Graduate School				
Trade, Bus., Night, or Corres.				
Other				

Other skills: List any other job-related skills or qualifications that support your application. _____

Honors Received: _____

In order to permit a check of your work and educational records, should we be made aware of any change of name or assumed name that you previously used? Yes No If **Yes**, identify names and relevant dates.

Have you had prior educational experience which relates to the job for which you are applying? Yes No If **yes**, describe:

Are you a veteran of the U.S. military Service? Yes No If **Yes**, what branch of Service? _____

If **Yes**, beginning date and ending date of active duty: From _____ To: _____

Date of Discharge from Military Service: _____

EMPLOYMENT EXPERIENCE

ALL FORMER JOBS (List most recent job first.) Account for all time periods including **unemployment, self-employment** and **military service**. (Attach separate paper(s), if necessary.)

Employer	Dates Employed (From/To)	Immediate Supervisor
Address		
Job Title	Hourly Rate/Salary (Starting/Final)	Telephone No.
Work Performed		
Reason for Leaving		

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Work Performed		
Reason for Leaving		

Have you ever been dismissed or forced to resign from any employment? Yes No If **Yes**, please explain.

Position for which you are applying? _____

Date available _____

I am seeking a position as:
(check all applicable)

- Clerical
- Librarian
- Department Head
- Other _____

I am seeking:
(check all applicable)

- Full Time
- Part Time

Willing to work:
(check all applicable)

- Days
- Evenings
- Weekends
- Overtime

If hired, I understand that working hours and the job assignment can be changed at the discretion of management.

Do you have any friends or relatives who work here? Yes No

Name _____ Relationship _____

Name _____ Relationship _____

Are you now employed? Yes No Are you on a layoff? Yes No Are you subject to recall? Yes No

May we contact your present Employer? Yes No Previous Employers? Yes No

Please identify any exceptions and reasons for not contacting prior employers: _____

PROFESSIONAL REFERENCES:

List three persons **not related to you**, whom you have known professionally for at least one year.

NAME

ADDRESS AND TELEPHONE

OCCUPATION

1. _____

2. _____

3. _____

List below any other information or remarks that you wish to have considered as a part of your application for employment.

Have you filed an application here before? Yes No If **Yes**, give date: _____

Have you ever been employed here before? Yes No If **Yes**, give dates: _____

NOTICE TO APPLICANTS: The Bloomingdale Public Library complies with the Americans With Disabilities Act of 1990. During the interview process, you may be asked questions concerning your ability to perform job-related functions. If you are given a conditional offer of employment, you may be required to complete a post-job offer medical history questionnaire and/or undergo a medical examination. If required, all entering employees in the same job category will be subject to the same medical questionnaire and/or examination and all information will be kept confidential and in separate files.

APPLICANT'S STATEMENT

I certify that the answers given herein are true and complete to the best of my knowledge. I authorize the investigation of all matters contained in this application and hereby give the Bloomingdale Public Library permission to contact schools, previous employers, references, and others, and hereby release the Bloomingdale Public Library from any liability as a result of such contact. I understand that misrepresentations, omissions of facts or incomplete information requested in this application may remove me from further consideration for employment. In addition, if employed, any misrepresentations or omissions of facts called for in this application will be cause for dismissal at any time without any previous notice.

Applicants accepted for employment should clearly understand that while we make every effort to provide steady, continuous work, we have no employment contracts, and we cannot guarantee the permanence of any position. And of course, employees may elect to leave on their own accord to seek other jobs.

I understand that my employment with the Bloomingdale Public Library is for no specific term and may be terminated by me or the Library with or without notice or cause at any time. I further understand that no oral promise, policy, custom business practice or other procedure (including the Bloomingdale Public Library Human Resource Policy Manual or any personnel manuals) constitutes an employment contract or modification of the at-will employment relationship between me and the Bloomingdale Public Library.

The contents of personnel manuals, as well as other policies and practices, are subject to change or modification by the Bloomingdale Public Library, solely at its discretion, without notice. I also understand that no supervisor or other official of the Bloomingdale Public Library (except the Library Director, in writing) has the authority to enter into any agreement with me or to make any agreement contrary to the foregoing.

This application will remain active for sixty (60) days. Any applicant wishing to be considered for employment beyond sixty (60) days should reapply.

Signature _____ Date _____

The Bloomingdale Public Library is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, age, sex, religion, national origin, disability, marital status or any other characteristic protected by applicable law. We assure you that your opportunity for employment with the Bloomingdale Public Library depends solely upon your qualifications.
