



Application for Employment | Clinton Township Public Library

110 S. Elm St. Waterman, IL 60556 | (815) 264-3339

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #
City State ZIP Code

Phone: _____ Email: _____

Date of Application: _____ Date Available: _____

Days Available: _____ Hours Available: _____

Position Applying for: _____

Where did you hear about the position? _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever applied to or worked for the Clinton Township Public Library before? YES NO If yes, when? _____

Are you 18 years of age or older? YES NO

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The date of the offense, the nature of the offense, including any significant details that affect the description of the event, and the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)

Do you have any friends, relatives, or acquaintances working with the Clinton Township Public Library? YES NO If yes, state their name & relationship: _____

Job Skills and Qualifications

Please list below the skills and qualifications you possess for the position for which you are applying:

(Note: the Clinton Township Public Library complies with the ADA and considers reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions.)

Education and Training

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Please list below any additional training or certifications relevant to the position for which you are applying:

Employment History

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Employment History (ctd)

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

References

Please list three professional references.

Name: _____ Relationship: _____

Company: _____ Phone: _____

Name: _____ Relationship: _____

Company: _____ Phone: _____

Name: _____ Relationship: _____

Company: _____ Phone: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge, and that supplying false information herein shall result in immediate disqualification for consideration for employment or termination from employment, regardless of when such false information is discovered.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision; and I hereby agree to indemnify and hold harmless each and every current or prior employer in defending against any charge, complaint or suit filed with any Federal, State, or local agency, or in any court of the State or Federal government for providing an accurate, factual history of employment information.

I understand that neither this document nor any offer from the employer constitutes an employment contract, unless a specific document to that effect is executed by the employer and employee in writing.

Signature: _____ Date: _____