



KANKAKEE PUBLIC LIBRARY

APPLICATION FOR EMPLOYMENT / EQUAL OPPORTUNITY EMPLOYER

Personal Data

Name *(last, first, middle)* _____ Date _____

Are you 18 years or older? YES NO _____

Address _____ Email _____

City _____ State _____ Zip Code _____

Home Phone () _____ Cell Phone () _____

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

Position (s) applying for: _____

Referred by Ad Relative Agency Friend (name) Other _____

Please summarize why you are interested in this position. Address items in job posting if applicable:

Special Skills

Summarize any special skills or qualifications that you acquired through employment or other experience. (For example, which computer operating systems and programs you have worked with, customer service skills, etc.)

Education Record (fill out below or please attach information)

1) High School _____

Address _____

Did you graduate? Yes No _____

2) College/ University _____

Address _____

Degrees or Diplomas _____ Years Attended 1 2 3 4

3) Trade or Technical Training _____

Address _____

Degrees or Diplomas _____ Years Attended 1 2 3 4

4) Graduate School _____

Address _____

Degrees or Diplomas _____ Years Attended 1 2 3 4

Employment History

Fill out below or attach resume. Begin with the most recent employer.

1) Employer _____ Dates of Employment _____
 Address _____
 Phone () _____ Manager's Name _____
 Titles / Duties _____
 Reason for Leaving _____

2) Employer _____ Dates of Employment _____
 Address _____
 Phone () _____ Manager's Name _____
 Titles / Duties _____
 Reason for Leaving _____

3) Employer _____ Dates of Employment _____
 Address _____
 Phone () _____ Manager's Name _____
 Titles / Duties _____
 Reason for Leaving _____

References

Name _____ Company and Title _____
 Phone Number _____ Relationship to applicant _____
 Name _____ Company and Title _____
 Phone Number _____ Relationship to applicant _____
 Name _____ Company and Title _____
 Phone Number _____ Relationship to applicant _____

Please check each box to indicate availability

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
9am-2pm							
2pm-7pm (Fri-6pm)							

Have you been employed here before? Yes No

May we contact your current employer? Yes No

Applicant's Signature

I certify that all of my answers given here are true and complete to the best of my knowledge, and that supplying false information herein may 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 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 of employment from the employer constitutes an employment contract, unless a specific document to that effect is executed by the employer and employee in writing. Candidates are advised that offers of employment are contingent on results of a drug screening and a criminal background check.

Signature of Applicant _____ Date _____ Rev. 11/23