



KANKAKEE PUBLIC LIBRARY

APPLICATION FOR EMPLOYMENT / EQUAL OPPORTUNITY EMPLOYER

Office use only:
SSN _____
DOB _____

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 () _____

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 _____

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 _____ Ending Salary _____
 Titles / Duties _____

2) Employer _____ Dates of Employment _____
 Address _____ Phone () _____
 Manager's Name _____ Ending Salary _____
 Titles / Duties _____

3) Employer _____ Dates of Employment _____
 Address _____ Phone () _____
 Manager's Name _____ Ending Salary _____
 Titles / Duties _____

Personal or Professional References

1) Name _____ Phone () _____
 Address _____ Relationship _____

2) Name _____ Phone () _____
 Address _____ Relationship _____

3) Name _____ Phone () _____
 Address _____ Relationship _____

Please check each box to indicate availability

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
9am-1pm							
1pm-5pm (Fri-6pm)							
5pm-9pm							

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 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 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. I agree to a pre-employment criminal background check and drug test.

Signature of Applicant _____ Date _____ Rev. 6/19