

PEKIN PUBLIC LIBRARY EMPLOYMENT APPLICATION

Submit this application with a **cover letter** and **resume** to the Director of the library.
Type or print clearly; incomplete or illegible applications will not be processed.

Position Applied For: _____ Date of Application: _____

| PERSONAL | | | |
|---|--|--|------------------------|
| Last Name | First | M.I. | Social Security Number |
| Other Name(s) Used: | | Home Telephone # () | |
| Address | | Business Telephone # / Cell Phone # () / () | |
| Date available to start: _____ Desire: FT () PT () Temp () | Referred By | | Salary Desired |
| Have you interviewed with Pekin Library before? () Yes () No | If yes, list date(s) and job title(s) | | |
| Have you ever been employed by Pekin Library before? () Yes () No | If yes, list date(s) and job title(s) | | |
| Do you have any relatives employed by Pekin Library? () Yes () No | If yes, names and relationship: | | |
| Are you at least 18 years of age? () Yes () No | If under 16, do you have a work permit? () Yes () No | | |

EDUCATION

Circle Highest Grade Completed: 7 8 9 10 11 12 13 14 15 16 16+

| School | City/State | Major Studies | # Of Years Attended | Degree / Diploma |
|--|------------|---------------|---------------------|------------------|
| High School | | | | |
| College | | | | |
| Other | | | | |
| Library Science Courses You Have Taken: | | | | |
| Other Special Knowledge, Skills or Qualifications: | | | | |
| Do you type? () Yes () No If yes, WPM: | | | | |
| Computer Skills (Hardware / Software): | | | | |
| Are you eligible to work in the United States? Yes () No () | | | | |
| During the last ten years, have you ever been convicted of a crime other than minor traffic offenses? (A "yes" response does not automatically disqualify your application. Rather, such factors as age, date of conviction, seriousness and nature of the crime, and rehabilitation will be considered.) Yes () No () Please explain: | | | | |

EMPLOYMENT HISTORY

| | |
|--|---|
| <u>MOST RECENT EMPLOYER</u> | Are you currently working for this employer? Yes () No () If yes, may we contact? Yes () No () |
| Company name, address, and phone: _____ | |
| Date employed from _____ to _____ Job Title _____ Supervisor _____ | |
| Duties and responsibilities: _____ | |
| Salary: _____ Reason for Leaving: _____ | |

SECOND MOST RECENT EMPLOYER

Company name, address, and phone: _____
Date employed from _____ to _____ Job Title _____ Supervisor _____
Duties and responsibilities: _____
Salary: _____ Reason for Leaving: _____

THIRD MOST RECENT EMPLOYER

Company name, address, and phone: _____
Date employed from _____ to _____ Job Title _____ Supervisor _____
Duties and responsibilities: _____
Salary: _____ Reason for Leaving: _____

Other Employment (Please include any voluntary library work experience. Use page back if necessary.)

| Employer Name | Dates of Employment | Job Title | Reason For Leaving |
|---------------|---------------------|-----------|--------------------|
| | | | |
| | | | |
| | | | |

GENERAL

If hired, will you be able to work overtime and weekends? Yes () No ()

Will you be able to perform the essential job functions for the position you are applying for with or without reasonable accommodations? Yes () No ()

CERTIFICATION & AUTHORIZATION

The above information is true and correct. I understand that, in the event of my employment by Pekin Library, I shall be subject to dismissal if any information that I have given in this application is false or misleading or if I have failed to give any information herein requested, regardless of the time elapsed after discovery.

I authorize Pekin Library to inquire into my educational, professional, and past employment history references as needed to research my qualifications for this position. I hereby give my consent to any former employer to provide employment-related information about me to Pekin Library and will hold Pekin Library and my former employers harmless from any claims made on the basis of such information. I further authorize Pekin Library to perform other necessary background checks as a condition of employment.

I understand that nothing in this employment application, the granting of an interview or my subsequent employment with Pekin Library is intended to create an employment contract between myself and Pekin Library under which my employment could only be terminated for cause. On the contrary, I understand and agree that, if hired, my employment will be terminable at will and may be terminated by me or Pekin Library at any time and for any reason. I understand that no person has any authority to enter into any agreement contrary to the foregoing.

If employed, I will be required to provide original documents which verify my identity and right to work in the United States under the Immigration Reform and Control Act (IRCA) of 1986. The document(s) provided will be used for completion of Form I-9.

Signature _____ Date _____