



Coal City Public Library District

IN OFFICE USE ONLY

DATE RCVD: _____

Application for Employment EQUAL OPPORTUNITY EMPLOYER

Personal Data

Name (last, first, middle)

Address

City

State

Zip Code

Telephone Number(s)

Position(s) applying for?

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

May we contact your current employer? ☐ Yes ☐ No

On what date would you be available to begin work?

Please check all of your availability: ☐ Full Time ☐ Part Time ☐ Evenings ☐ Weekends

If interested in part time employment, how many hours per week would you prefer to work?

☐ 8 - 10 Hours ☐ 11 - 18 Hours ☐ 19 - 24 Hours ☐ 25 Hours or more

What rate of pay do you expect per hour?

Special Skills

Summarize any special skills or qualifications that you acquired through employment or other experience that are applicable to the job that you are applying for:

Education Record

High School

Address

Did you graduate? ☐ Yes ☐ No

College/University

Address

Degrees or Diplomas

Years Attended 1 2 3 4

Trade or Technical Training

Address

Degrees or Diplomas

Graduate School

Address

Degrees or Diplomas

Years Attended 1 2 3 4

Employment History

Begin with most recent employer. Attach additional sheet if needed.

1. Employer

Address

Phone ()

Manager's Name

Dates of Employment

Reason for leaving

2. Employer

Address

Phone ()

Manager's Name

Dates of Employment

Reason for leaving

Employment History, continued

3. Employer

Address

Phone ()

Manager's Name

Dates of Employment

Reason for leaving

3. Employer

Address

Phone ()

Manager's Name

Dates of Employment

Reason for leaving

Personal Data

Have you been employed here before? ☐ 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 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 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.

Signature of Applicant

Date