

Employment Application

It is the policy of the Des Plaines Public Library to ensure equal opportunity for all individuals without regard to race, color, religion, sex, age, national origin, marital/veteran status/ disability or any other legally protected status in accordance with the requirements of local, state and federal law. **Please complete all required fields or indicate "not applicable (N/A)."**
Incomplete applications may be subject to rejection. Send your completed application by mail or by email to jobs@dppl.org.

Personal Information

Full Name:	Application Date:
Street Address:	City:
State:	Zip Code:
Primary Phone:	Email Address:

Background Information

Position applying for:	Date available:
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How were you referred to the Library? Library Web Site RAILS Web Site Other
If "other", please specify:

Are you at least 16 years of age? Yes No

Are you legally eligible for employment in the U.S.? Yes No

If this position requires a driver's license, do you have a valid driver's license? Yes No

Were you previously employed by the Des Plaines Public Library? Yes No

Department:	From (m/y):	To: (m/y):
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Education

High School

School:	City, State:
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Number of years completed:

Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Degree received:
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College/University

School:	City, State:
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Course of study:	Number of years completed:
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Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Degree received:
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Graduate School

School:	City, State:
Course of study:	Number of years completed:
Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Degree received:

Other Qualifications

Please list any certifications or licenses:

Please summarize any special job-related qualifications, training (including military or apprenticeship), computer skills, language proficiencies, and/or experience which you feel should be considered in reviewing your application:

Employment History

Are you presently employed? Yes No If yes, may we contact your current employer? Yes No

List your present or most recent employer first. A resume will not substitute for completion of this portion of the application.

Employer One

Employer:	City, State:
Telephone:	Your title:
Supervisor:	Supervisor's title:

Description of duties:

Employed		
From (m/y):	To (m/y):	Hours per week:
Last Salary:		Reason for leaving:

Employer Two

Employer:	City, State:
Telephone:	Your title:
Supervisor:	Supervisor's title:

Description of duties:

Employed		
From (m/y):	To (m/y):	Hours per week:
Last Salary:		Reason for leaving:

Employer Three

Employer: _____ City, State: _____

Telephone: _____ Your title: _____

Supervisor: _____ Supervisor's title: _____

Description of duties: _____

Employed
From (m/y): _____ To (m/y): _____ Hours per week: _____

Last Salary: _____ Reason for leaving: _____

Please read the following carefully before agreeing below:

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge. I understand that falsified statements, misrepresentation or omission of facts, as stated or implied, on this application shall be considered sufficient cause for cancellation of my application or termination of employment.

I understand and agree that the Des Plaines Public Library is hereby authorized to make inquiries concerning my character, employment record and other matters concerning my possible employment. I further understand that such inquiries will include checking police records.

I understand the filing of this application or participation in an interview in no way constitutes an employment contract between the Des Plaines Public Library and me. I acknowledge the right of the Des Plaines Public Library to make changes in policy and benefits, where such policy and benefits are not specified, without notice and I understand that only written conditions as contained in an offer made to me by an authorized official will be honored by this organization.

I understand that any offer of employment, approved by the Library Director, either verbal or written, may be conditional upon the satisfactory completion of a drug screen, background check and physical exam. Should I become employed, I agree to conform to all rules and regulations of the Des Plaines Public Library. I understand that my employment with the Des Plaines Public Library will be at will and that I have the right to terminate my employment at any time and the Des Plaines Public Library retains the same right.

Do you agree? Yes No

Signature: _____ Date: _____