

Position applying for: _____

Date & Time Rec'd _____

Staff initials _____



ORLAND PARK
PUBLIC LIBRARY
A Natural Connection

**PLEASE PRINT ALL
INFORMATION REQUESTED
EXCEPT SIGNATURE**

APPLICATION FOR EMPLOYMENT

The Orland Park Public Library is an Equal Opportunity Employer
Only fully completed applications will be considered

Name _____
Last First Middle

Address _____
Number Street

_____ City State Zip Code

Email _____

Phone _____ If under 18, please list age _____

Have you worked here before? _____

How many hours can you work per week? _____ Can you work nights? _____ Weekends? _____

Days and hours available to work; indicate times on each day (ex. 1-9 p.m.)						
Mon	_____	Tue	_____	Wed	_____	
Thu	_____	Fri	_____	Sat	_____	
Sun	_____					

Employment Desired Full-Time Part-Time Temporary
Check all that apply

When are you available to start? _____

EDUCATION

Type of School	Name of School	Complete Mailing Address	Number of Years Completed	Degree and/or Major
High School				
College				
Business/Trade School				
Professional School				

WORK EXPERIENCE Please list your work experience for the past five years beginning with your most recent job. If you were self-employed, give firm name. You may attach additional sheets if necessary.

(1) Name of Employer _____

Address _____

City, State, Zip Code _____

Telephone _____

Name of Last Supervisor _____

Your Last Job Title _____

Employment Dates From _____ To _____

Reason for Leaving _____

List the jobs held, duties performed, skills used or learned while you worked for this company.

(2) Name of Employer _____

Address _____

City, State, Zip Code _____

Telephone _____

Name of Last Supervisor _____

Your Last Job Title _____

Employment Dates From _____ To _____

Reason for Leaving _____

List the jobs held, duties performed, skills used or learned while you worked for this company.

(3) Name of Employer _____

Address _____

City, State, Zip Code _____

Telephone _____

Name of Last Supervisor _____

Your Last Job Title _____

Employment Dates From _____ To _____

Reason for Leaving _____

List the jobs held, duties performed, skills used or learned while you worked for this company.

May we contact your present employer? Yes No

**Please list two references other than supervisors previously mentioned or relatives.
Examples are co-workers, volunteer coordinators, teachers, etc.**

(1) Name _____

Address _____

Telephone _____

Relationship _____

(2) Name _____

Address _____

Telephone _____

Relationship _____

AGREEMENT (PLEASE READ CAREFULLY BEFORE SIGNING)

I certify that all the information on this application is accurate and complete to the best of my knowledge and understand that misleading or false statements will constitute sufficient cause for refusal of hire or termination of my employment.

I understand that neither the acceptance of this application nor the subsequent entry into any type of employment relationship with the Orland Park Public Library creates an actual or implied contract of employment. I understand that, if I accept employment with the Orland Park Public Library, it will be on an at-will basis. This means that either the Orland Park Public Library or I have the right to terminate the employment relationship at any time, for any reason, with or without cause.

I authorize the Orland Park Public Library to investigate information concerning my education, employment references and all other aspects of my background relevant to my proposed employment. I release the Orland Park Public Library and its employees from all liability arising from such investigation.

Signature of applicant _____ **Date** _____

The Orland Park Public Library is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age or disability. We assure your opportunity for employment with the Orland Park Public Library depends solely on your qualifications.