

Mokena Community Public Library District
We Are More Than Just Books

Position applying for:



APPLICATION FOR EMPLOYMENT

The Mokena Community Public Library District 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, 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 (e.g. 9-5, 1-9)

Mon _____ Tues _____ Wed _____ Thurs _____

Fri _____ Sat _____

Employment Desired Full-time _____ Part-time _____ Seasonal _____
Check all that apply.

Expected salary range: _____

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EDUCATION

Type of School	Name of School	Number of Years completed	Degree and/or Major
High School			
College			
Business/ Trade School			
Professional School			

WORK EXPERIENCE Please list your last four employers, starting with present or most recent.

Dates: _____

Position: _____

Name of Employer: _____

Address: _____

Reason for Leaving: _____

Dates: _____

Position: _____

Name of Employer: _____

Address: _____

Reason for Leaving: _____

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Dates: _____

Position: _____

Name of Employer: _____

Address: _____

Reason for Leaving: _____

Dates: _____

Position: _____

Name of Employer: _____

Address: _____

Reason for Leaving: _____

References

Give the names of three persons not related to you and whom you have known for at least three years.

Name: _____ Telephone: _____

Relationship: _____ Years Acquainted _____

Name: _____ Telephone: _____

Relationship: _____ Years Acquainted _____

Name: _____ Telephone: _____

Relationship: _____ Years Acquainted _____

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. I understand a juvenile adjunction shall never be considered a conviction nor shall an adjudicated individual be considered a criminal. (705 ILCS 405/1-8 (A))

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I understand that, if I accept employment with the Mokena Community Public Library District, it will be on an at-will basis. This means that either the Mokena Community Public Library District or I have the right to terminate the employment relationship at any time, for any reason, with or without cause.

Signed: _____ Date: _____