



Mokena Community Public Library District  
11327 195<sup>th</sup> Street  
Mokena, IL 60448  
708-479-9663  
www.mokenalibrary.org

**Application for Employment**  
EQUAL OPPORTUNITY EMPLOYER

**Personal Data**

Name (last, first, middle)

Date

Address

City

State

Zip Code

Home Phone ( )

Message Phone ( )

If employed, can you provide proof of authorization to work in the U.S.?

Yes  No

Position(s) applying for:

Referred by

Ad

Friend

Relative

Agency

Other

Expected Salary Range:

Hours available: Mon-\_\_\_\_\_, Tues-\_\_\_\_\_, Wed-\_\_\_\_\_, Thurs-\_\_\_\_\_, Fri-\_\_\_\_\_, Sat-\_\_\_\_\_

**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



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### Special Skills

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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:

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### Employment History

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

1. Employer	Dates of Employment
Address	
Phone (     )	Manager's Name
Title/Duties	
Reason for Leaving	

2. Employer	Dates of Employment
Address	
Phone (     )	Manager's Name
Title/Duties	
Reason for Leaving	

3. Employer	Dates of Employment
Address	
Phone (     )	Manager's Name
Title/Duties	
Reason for Leaving	



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**Personal Data**

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Have you been employed here before?     Yes     No

May we contact your current employer?     Yes     No

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**Applicant's Signature**

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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.

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Signature of Applicant

Date