



Equal Opportunity Employer

Please read carefully and complete by printing in ink.

Date of Application: _____ **Position Desired:** _____

Last Name: _____ **First:** _____ **MI:** _____

Street Address: _____ **City:** _____

State: _____ **Zip:** _____ **Phone:** _____

Are you at least 18 years old? _____

If applying for the shelver position, are you 16 years old? _____

Date you can begin: _____ **Salary desired:** _____

The Round Lake Area Library is an equal opportunity employer, and we do not and will not discriminate on the basis of race, religion, national origin, sex, age, disability, marital status, or status as a disabled veteran. Information provided on this application will not be used for any discriminatory purpose.

Please provide all information requested.

Your complete application form will be maintained in our active files for 1year from the date of application. You may submit a new application at any time.

Educational History

High School/GED: _____

Location: (City, State) _____

Did you graduate? Yes _____ **No** _____ **GED** _____

College: _____

Location: (City, State) _____

Major Course or Subject: _____

Vocational/Business School: _____

Location: (City, State) _____

Employment Record

Please list all previous employers with the most recent job held. Include self-employment or summer and part time jobs. Attach additional sheets if necessary.

Last or Present Employer: _____

Type of Business: _____

Title or Position: _____

Street Address: _____

Telephone: _____

Brief description of job duties: _____

Supervisors name: _____ **May we contact?** _____

Dates worked: From _____ **to** _____

Beginning Salary: _____ **Ending Salary:** _____

Reason for leaving: _____

May we contact your present employer? Yes _____ **No** _____

Employment Record

Previous Employer: _____

Type of Business: _____

Title or Position: _____

Street Address: _____

Telephone: _____

Brief description of job duties: _____

Supervisors name: _____ **May we contact?** _____

Dates worked: From _____ **to** _____

Beginning Salary: _____ **Ending Salary:** _____

Reason for leaving: _____

Membership in Academic Societies, Special Honors, etc.: _____

What other experiences which would qualify you for the job. _____

Additional Information

Please tell us about your hobbies or interests:

Do you read or speak another language fluently? (If yes what language) _____

Professional/Work References

List two people who are **not related** to you who have knowledge of your qualifications for the position for which you are applying.

Name: _____

Relationship: _____

Street Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone Number: (include area code): _____

Occupation: _____

Name: _____

Relationship: _____

Street Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone Number: (include area code): _____

I hereby certify that the answers and other information on this application are true and **correct** and that I understand any misrepresentation or omission of facts on my part will be justification for separation from the library's service, if employed. In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire and that continued employment depends upon the will of the company or me.

Signature: _____ **Date:** _____