

WORK EXPERIENCE

Beginning with your most recent employment or volunteer work, list your previous work experience. Be sure to include employment which prepared you for the position for which you are now applying.

PLACE OF EMPLOYMENT	TELEPHONE NUMBER OF EMPLOYER	
ADDRESS OF EMPLOYER	DATES EMPLOYED FROM: TO:	
TYPE OF BUSINESS	FULL TIME	PART TIME
JOB TITLE AND DESCRIPTION OF WORK	NAME OF SUPERVISOR	
	REASON FOR LEAVING	

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Use additional sheets for any further information, or attach your resume.

May we contact your present employer? Yes No
 Were you previously employed by us? Yes No

If so, when, and in what position? _____

Have you ever been convicted of a felony? Yes No

If yes, please explain: _____
Applicants are not obligated to disclose sealed or expunged records of conviction or arrest. Please do not include juvenile convictions (under 18 years of age) in your response, unless you were tried as an adult.

ACQUIRED SKILLS

List below any professional, craft, trade, or office skills and abilities which relate to the position for which you are applying (e.g. filing, typing speed, computer/software).

SKILLS	YEARS EXPERIENCE	SKILLS	YEARS EXPERIENCE

PROFESSIONAL REFERENCES

Please provide at least two professional references.

NAME	ADDRESS	PHONE

PERSONAL REFERENCES

Please provide at least two personal references, other than current or former employers.

NAME	ADDRESS	PHONE

APPLICANT'S STATEMENT

I do hereby give my consent to my references (professional and personal) to release pertinent information about my qualifications and fitness for the position for which I have applied with the Mahomet Public Library.

I hereby certify that the answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. In the event that I am offered employment by the Mahomet Public Library, I understand that any false or misleading information given in my application or interview may result in discharge. I also understand that neither this document nor any offer of employment constitutes an employment contract.

NAME OF APPLICANT
(Print and sign if you are submitting a printed application.
If you submit your application by email, you will be asked to sign if you are invited for an interview)

DATE

Submit to:
Mahomet Public Library, 1702 E. Oak Street, Mahomet, IL 61853
Ph. 217.586.2611 Fax 217.586.5710 MahometPublicLibrary.org