

Mahomet Public Library

# **Application for Employment**

**Mahomet Public Library District** 1702 E. Oak St. Mahomet, IL 61853-8526

NAME					DATE	
STREET/AP	ΎТ. #		CITY		STATE	ZIP CODE
PHONE			E-MAIL ADDRESS			
POSITION F	FOR WHICH Y	YOU ARE APPLYING	3			
FULL TIME	PART TIME	HOURS PER WEEK	κ:	availability (e	EARLIEST DAT	ſE)

#### **RECORD OF EDUCATION AND TRAINING**

Beginning with the most recent, list below all formal education or training you have received. Include high school, vocational schools, colleges and universities, and any certificates or degrees which you have received. Please indicate if you are presently attending or enrolled in an educational institution.

DATE C	OF STUDY			DID GRAD	YOU UATE?	
FROM	то	NAME, TYPE, AND ADDRESS OF SCHOOL OR INSTRUCTOR	SUBJECT STUDIED	YES	NO	LIST EARNED CERTIFICATES OR DEGREES

## 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 LEAV	/ING	
PLACE OF EMPLOYMENT	TELEPHONE NUMBER OF EMPLOYER		
ADDRESS OF EMPLOYER	DATES EMPLOYED		
	FROM:	TO:	
TYPE OF BUSINESS	FROM: FULL TIME	TO: PART TIME	
TYPE OF BUSINESS JOB TITLE AND DESCRIPTION OF WORK		PART TIME	

PLACE OF EMPLOYMENT TELEPHONE NUMBER OF EMP		BER 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	

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

May we contact your present employer? Were you previously employed by us?	Yes Yes	No No
If so, when, and in what position?		
Have you ever been convicted of a felony?	Yes	No
If yes, please explain:	d rooordo	of conviction or orrect. Places do not include invenile

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