



# Employment Application

## Steger-South Chicago Heights Public Library

*An equal opportunity employer*

### APPLICANT INFORMATION

Position: \_\_\_\_\_ Date available to begin: \_\_\_\_\_

Name: \_\_\_\_\_  
*Last First Middle Initial*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_

*City State Zip Code*

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Are you authorized to work in the United States?  Yes  No

Have you ever been employed here before?  Yes, on these dates: \_\_\_\_\_  No

Can you speak Spanish?  Fluently  Conversationally  Beginner level  No

### EDUCATIONAL HISTORY

High School: \_\_\_\_\_ City/State: \_\_\_\_\_

Have you received a high school diploma or GED?  Yes  No

College: \_\_\_\_\_ City/State: \_\_\_\_\_

Did you graduate?  Yes  No  Degree in progress

If so, which degree have you obtained? \_\_\_\_\_

Please list any additional degrees or certificates earned: \_\_\_\_\_

## PREVIOUS EMPLOYMENT

Company: \_\_\_\_\_

City/State: \_\_\_\_\_

Job Title: \_\_\_\_\_

From: \_\_\_\_\_ to \_\_\_\_\_  
*Start Date End Date*

Responsibilities: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Phone Number: \_\_\_\_\_  
 Please check if we may contact them for a reference.

Reason for leaving: \_\_\_\_\_

Company: \_\_\_\_\_

City/State: \_\_\_\_\_

Job Title: \_\_\_\_\_

From: \_\_\_\_\_ to \_\_\_\_\_  
*Start Date End Date*

Responsibilities: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Phone Number: \_\_\_\_\_  
 Please check if we may contact them for a reference.

Reason for leaving: \_\_\_\_\_

Company: \_\_\_\_\_

City/State: \_\_\_\_\_

Job Title: \_\_\_\_\_

From: \_\_\_\_\_ to \_\_\_\_\_  
*Start Date End Date*

Responsibilities: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Phone Number: \_\_\_\_\_  
 Please check if we may contact them for a reference.

Reason for leaving: \_\_\_\_\_

## REFERENCES

*Please list three professional references.*

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone Number: \_\_\_\_\_

## ADDITIONAL SKILLS & COMMENTS

*Please tell us any additional skills or qualifications that you have acquired through employment, schooling, or other life experiences that are applicable to this position.*

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## DISCLAIMER & SIGNATURE

*I certify that my answers 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 from the employer constitutes an employment contract, unless a specific document to the affect is executed by the employer and employee in writing.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_