

**APPLICATION FOR EMPLOYMENT**

PLEASE TYPE OR PRINT NEATLY IN INK

<b>POSITION DESIRED</b>			<b>PREFERRED STATUS</b>			
			FULL TIME	PART TIME	INTERNSHIP	SUMMER ONLY
<b>NAME</b>	LAST	FIRST		MI	ARE YOU 16 YEARS OR OLDER? <input type="checkbox"/> YES <input type="checkbox"/> NO	
	STREET ADDRESS		CITY		STATE	ZIP
<b>ADDRESS</b>						
<b>PHONE</b>	HOME	CELL/OTHER		EMAIL ADDRESS		
	( )	( )				
<b>Do you have a valid Illinois driver's license if needed for the position for which you are applying?</b>					<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
<b>WHEN CAN YOU WORK?</b> (Days/ Hours) Indicate all that apply	Available start date:		DAY	TIME	DAY	TIME
			MONDAY	to	THURSDAY	to
	DAY	TIME	TUESDAY	to	FRIDAY	to
	SUNDAY	to	WEDNESDAY	to	SATURDAY	to

Were you ever employed by the Oak Park Public Library?	<input type="checkbox"/> No
	<input type="checkbox"/> Yes: mo/yr: to
	Supervisor:
Have you ever applied here before today?	<input type="checkbox"/> No Yes: (mo/yr)
How did you learn about this position?	<input type="checkbox"/> Newspaper <input type="checkbox"/> Referred By: _____ <input type="checkbox"/> Internet <input type="checkbox"/> Other: (Please specify):

**EDUCATION**

CIRCLE HIGHEST GRADE COMPLETED: High School: 9 10 11 12 College: 1 2 3 4 Graduate: 1 2 MASTERS Ph.D.				
SCHOOL	SCHOOL NAME and LOCATION	MAJOR	GRADUATED?	DEGREES/CERTIFICATES
High School		-----	<input type="checkbox"/> YES <input type="checkbox"/> NO	-----
College or University			<input type="checkbox"/> YES <input type="checkbox"/> NO	
Graduate or Professional			<input type="checkbox"/> YES <input type="checkbox"/> NO	
Other			<input type="checkbox"/> YES <input type="checkbox"/> NO	

**COMPUTER SKILLS**

Microsoft Office Suite: Proficient in: <input type="checkbox"/> Word <input type="checkbox"/> Excel <input type="checkbox"/> PowerPoint <input type="checkbox"/> Access <input type="checkbox"/> Email
Internet skills: <input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced
<input type="checkbox"/> Library software: <input type="checkbox"/> Horizon <input type="checkbox"/> OCLC <input type="checkbox"/> WorldCat <input type="checkbox"/> Other:
Additional computer proficiencies:

## OCCUPATIONAL LICENSES/CERTIFICATES

Type	Issued by	Expiration Date

## EMPLOYMENT HISTORY

Please list all current and previous employers, starting with the most current. If you are not currently employed, start with your most recent employer. Please use additional pages if needed.

CURRENT EMPLOYER		ADDRESS	
POSITION	SALARY \$ PER	<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME Hrs./wk	Employment dates: (mo/yr) From to
Job title/responsibilities			
Supervisor's name and title		Reason for leaving	
May we contact this employer?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Phone # ( )	
EMPLOYER		ADDRESS	
POSITION	SALARY \$ PER	<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME Hrs./wk	Employment dates: (mo/yr) From to
Job title/responsibilities			
Supervisor's name and title		Reason for leaving	
May we contact this employer?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Phone # ( )	
EMPLOYER		ADDRESS	
POSITION	SALARY \$ PER	<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME Hrs./wk	Employment dates: (mo/yr) From to
Job title/responsibilities			
Supervisor's name and title		Reason for leaving	
May we contact this employer?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Phone # ( )	
EMPLOYER		ADDRESS	
POSITION	SALARY \$ PER	<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME Hrs./wk	Employment dates: (mo/yr) From to
Job title/responsibilities			
Supervisor's name and title		Reason for leaving	
May we contact this employer?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Phone # ( )	
EMPLOYER		ADDRESS	
POSITION	SALARY \$ PER	<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME Hrs./wk	Employment dates: (mo/yr) From to
Job title/responsibilities			
Supervisor's name and title		Reason for leaving	
May we contact this employer?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Phone # ( )	

**Minimum Qualifications**

Please describe how your education, training and experience meet each minimum qualification described in the job announcement. Also use this area to explain any additional volunteer or other work not identified under employment history. Use additional paper if necessary.


**LIST A FEW OF THE BOOKS YOU HAVE READ WITHIN THE LAST YEAR**


**PROFESSIONAL REFERENCES**

NAME/POSITION	ORGANIZATION/COMPANY
ADDRESS	PHONE
NAME/POSITION	ORGANIZATION/COMPANY
ADDRESS	PHONE
NAME/POSITION	ORGANIZATION/COMPANY
ADDRESS	PHONE

I hereby affirm that the information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge. I also agree that falsified information or significant omissions may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date.

I understand that my employment can be terminated, with or without cause at any time at the discretion of either the Library or myself. I understand that no management official has any authority to enter into any agreement contrary to the foregoing or make any oral assurance or promise of continued employment.

I authorize persons, schools, my current employer (if applicable) and previous employers and organizations named in this application (and accompanying resume, if any) to provide any relevant information that may be required to arrive at an employment decision

Signature \_\_\_\_\_

Date \_\_\_\_\_

*The Oak Park Public Library is an equal opportunity employer and does not discriminate in employment, including its application process. If you require a reasonable accommodation to complete any phase of the application process for the Oak Park Public Library, please contact the Executive Director by phone: 708-383-8200, email: [dbrennan@oppl.org](mailto:dbrennan@oppl.org) or mail: Oak Park Public Library, 834 Lake Street, Oak Park, IL 60301*

APPLICATIONS ARE KEPT ON FILE FOR 6 MONTHS