

# Application For Employment

Carbondale Public Library  
405 West Main  
Carbondale, IL 62901 ( [cpllib@carbondale.lib.il.us](mailto:cpllib@carbondale.lib.il.us) )  
Ph: 618-457-0354 Fax: 618-457-0353

*Type or print clearly. Attach additional pages if needed.*

## Personal Information

Name:		Date:
Home Address:		
City, State Zip:		Email address:
Home Phone:		Business Phone: (If you want to receive calls there):
US Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Not, Give Visa No. & expiration:	Are you <b>at least</b> 16 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please do NOT list your specific age or date of birth.</i>

## Position Applying For

Title:	Full time _____ or Part time _____
Date Available:	

## Education

High School (Name, City, State):		Graduated? (Y/N):	
Undergraduate, College/University:			
Dates Attended:	Graduated? (Y/N):	Degree attained:	Major/Minor:
Graduate, College/University:			
Dates Attended:	Graduated? (Y/N):	Degree attained:	Major/Minor:
Any additional degree, College/University:			
Dates Attended:	Graduated? (Y/N):	Degree attained:	Major/Minor:
Any additional training/classes/workshops/certifications (describe):			

## Experience

Employer (Name, City, State):		Phone (if known):
Position held:	Dates employed:	
Reason for leaving:	Name & Title of immediate supervisor:	
Skills acquired:		

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Position held:	Dates employed:	
Reason for leaving:	Name & Title of immediate supervisor:	
Skills acquired:		

<b>References</b>		
List 3 individuals familiar with your qualifications (preferably former employers). They must not be relatives.		
Name:	Phone:	Relationship (if former employer, list location):
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Name:	Phone:	Relationship (if former employer, list location):

<b>Any additional information we should consider:</b>
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I certify that the forgoing statements are true and correct. I hereby authorize Carbondale Public Library to verify such answers. I understand any false statements on this application may be considered sufficient cause for rejection of this application, or dismissal if such false statement is discovered subsequent to my employment. If employed, I will comply with all rules and regulations as set forth in the Carbondale Public Library's policy manual or other communications distributed to employee(s). Employment at the Carbondale Public Library is employment-at-will and as such may be terminated at the will of either the employer or the employee at any time and for any reason, with or without cause or notice. I hereby acknowledge that I have read the above statement and understand the same.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Considering your schedule over the next few months, please list the hours you are available to work within the following parameters: 8:30am-8pm M-Th; 8:30am-6pm F-Sat; 12:30pm-6pm Sun.:**

**Mondays:** \_\_\_\_\_

**Tuesdays:** \_\_\_\_\_

**Wednesdays:** \_\_\_\_\_

**Thursdays:** \_\_\_\_\_

**Fridays:** \_\_\_\_\_

**Saturdays:** \_\_\_\_\_

**Sundays:** \_\_\_\_\_

**For this position to meet your employment needs, how many hours per week do you need to work?** \_\_\_\_\_

**If hired, how long would you want (and be available) to work in the position for which you are applying:** \_\_\_\_\_