



Winnebago Public Library
210 N. Elida Street, Winnebago, IL 61088
815-335-7050 • winnebagopubliclibrary.org

EMPLOYMENT APPLICATION

*Please type or print, and attach resume to this form.

IDENTIFICATION			
Last Name	First Name	Middle Name	
Street Address	City	State	Zip Code
Phone Number	Email Address		

GENERAL INFORMATION			
Desired work amount:	<input type="checkbox"/> Full Time Work	<input type="checkbox"/> Part Time Work	Can you work evenings & weekends? <input type="checkbox"/> Yes <input type="checkbox"/> No
Desired work type:	<input type="checkbox"/> Professional Librarian	<input type="checkbox"/> Librarian Assistant	<input type="checkbox"/> Shelver
What computer skills do you possess?	<input type="checkbox"/> Basic Email	<input type="checkbox"/> Microsoft Suite	<input type="checkbox"/> eReader/Digital Books <input type="checkbox"/> Library Software

EMPLOYMENT INFORMATION	
Are you employed at the present time? _____	If yes, please complete the information below.
Current employer's name: _____	
Current employer's address: _____	
1. How long have you been with this employer? _____	Current Salary/Wage: _____
2. If offered a position, when can you report for work? _____	
3. If hired, can you show proof of your legal right to work in the U.S.? Yes _____ No _____	
4. Have you ever been dismissed, or asked to resign, from any position? Yes _____ No _____	
5. Have you ever been convicted of a felony or a misdemeanor which resulted in imprisonment? (A yes answer to the above question does not necessarily disqualify an applicant from employment.) Yes _____ No _____	
If yes to number 4 or 5, please explain: _____	

EDUCATION

Please list all schools attended and any other pertinent information about your education.

Highschool: _____ Location: _____ Year Completed: _____ GPA: _____

College/University: _____ Location: _____ Year Completed: _____ Degree: _____

Graduate School: _____ Location: _____ Year Completed: _____ Degree: _____

Vocational Program: _____ Location: _____ Year Completed: _____ Degree: _____

Other relevant education/skills: _____

EMPLOYMENT EXPERIENCE

*List most recent experience first

Place of employment: _____ Address: _____

Position(s) held: _____ Rate of pay: _____ Supervisor's Name _____

Dates (Start-End): _____ Reason for leaving: _____ May we contact this employer? _____

Place of employment: _____ Address: _____

Position(s) held: _____ Rate of pay: _____ Supervisor's Name _____

Dates (Start-End): _____ Reason for leaving: _____ May we contact this employer? _____

Place of employment: _____ Address: _____

Position(s) held: _____ Rate of pay: _____ Supervisor's Name _____

Dates (Start-End): _____ Reason for leaving: _____ May we contact this employer? _____

REFERENCES

Name: _____ Address: _____

Phone: _____ Relationship: _____ How long have you known this person? _____

Name: _____ Address: _____

Phone: _____ Relationship: _____ How long have you known this person? _____

Name: _____ Address: _____

Phone: _____ Relationship: _____ How long have you known this person? _____

AGREEMENT:

Please read before signing I certify that answers given herein are true and complete to the best of my knowledge. I authorize you to make inquiries into my personal, financial, medical, and employment histories and other related matters as will be necessary in arriving at an employment decision. I hereby release all persons, employers, and schools from liability in responding to inquiries in regards to this employment application. In the event of employment, I understand that false or misleading information from this application or interview(s) may result in the immediate severance of such employment. I understand that I am required to abide by all policy and procedures of the Winnebago Public Library District.

Date: _____ Signature: _____