



MORRIS AREA PUBLIC LIBRARY

604 Liberty Street | Morris, IL 60450 | PH (815) 942-6880 | FX (815) 942-6415
morrislibrary.com | facebook.com/MAPLD | instagram.com/morrisareapubliclibrary
Mon-Th: 9 a.m.- 8 p.m. • Fr-Sat: 9 a.m.- 5 p.m. • Sun: 12 p.m.- 5 p.m.

APPLICATION FOR EMPLOYMENT

Please print.

Personal Information

Name: _____

Address: _____

Phone: _____ Email: _____

Are you currently employed? Yes No

Can you supply your social security number if hired? Yes No

May we contact your present employer? Yes No

May we contact your former employers? Yes No

If employed, can you provide proof of authorization to work in the U.S.? Yes No

On what date would you be available for work? _____

Are you interested in: up to 20 hours a week more than 20 hours a week

Are you available to work weekend hours (Saturdays and Sundays)? Yes No

Are you available to work evening hours (5-8 p.m.) Yes No

Are there any days or times that you would be unavailable to work? Yes No

Days/times unavailable: _____

Typing & Computer Skills

Approximately how many words per minute can you type? _____

Do you have familiarity with computers and computer programs such as Microsoft Word & Excel? Yes No

Do you have familiarity with tablets and e-books? Yes No



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Education

Name of School	Years Completed	Graduated? (Yes/No)
High School: _____		
College: _____		
College major (If applicable) _____		
Have you taken any library science classes? <input type="checkbox"/> No <input type="checkbox"/> Yes (which?) _____		

Employment Experience

Start with your present or last job. Include military activities. Exclude organization names that indicate race, religion, sex, or national origin.

- Employer: _____
 From: _____ To: _____ Address: _____
 Job Title: _____ Supervisor: _____
- Employer: _____
 From: _____ To: _____ Address: _____
 Job Title: _____ Supervisor: _____
- Employer: _____
 From: _____ To: _____ Address: _____
 Job Title: _____ Supervisor: _____

References

Give name, relation, years known, & phone number of 3 references who are not related to you.



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Special Skills and Qualifications

Summarize any special skills or qualifications that you acquired through employment or other experience that are applicable to the job that you are applying for (e.g. cash handling, customer service, phone etiquette): _____

Applicant's Signature

I certify that all of my answers given here are true and complete to the best of my knowledge and that supplying false information here 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 information. I understand that neither this document nor any offer of employment from the employer constitutes an employment contract, unless a specific document to that effect is executed by the employer and employee in writing.

Signature of Applicant Date