



Woodridge Public Library Application for Employment

EQUAL OPPORTUNITY EMPLOYER

Updated 3/13/2023

American with Disabilities Act ("ADA") Information

Any applicant with a disability and requiring reasonable assistance or accommodation to the application and/or interview process should notify the Human Resources Department at (630)487-2552

Position Applied For _____ Date of Application _____

Personal Data:

Name (last, first, middle) _____

Address _____

City _____ State _____ Zip Code _____

Contact Phone _____ Email Address _____

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

Referred by _____ Job Posting _____ Friend _____ Relative _____ Agency _____ Other _____

Education Record:

High School _____

Address _____

Degrees or Diplomas _____ Years attended _____

College/University _____

Address _____

Degrees or Diplomas _____ Years attended _____

Trade or Technical Training School _____

Address _____

Degrees or Diplomas _____ Years attended _____

Graduate School _____

Address _____

Degrees or Diplomas _____ Years attended _____

Special Skills, Qualifications, or Volunteer Activities:

Do you speak a language other than English? Yes No

If so, what language(s)? _____

Summarize any special skills or other qualifications that would be applicable to this position.

Employment History:

Begin with most recent employer. Attach additional sheet if needed.

1. Employer _____ Dates of Employment _____

Address _____

Phone _____

Title/Duties _____

Supervisor's Name _____

Reason for Leaving _____

2. Employer _____ Dates of Employment _____

Address _____

Phone _____

Title/Duties _____

Supervisor's Name _____

Reason for Leaving _____

3. Employer _____ Dates of Employment _____

Address _____

Phone _____

Title/Duties _____

Supervisor's Name _____

Reason for Leaving _____

References:

Please provide three (3) references that we can contact, work references preferred.

Please include full name, title, company name, relationship, phone number and email address.

1. _____

Phone: _____ Email: _____

2. _____

Phone: _____ Email: _____

3. _____

Phone: _____ Email: _____

Additional Data

Have you been employed here before?

Yes No

May we contact your current employer?

Yes No

The Woodridge Public Library conducts criminal background checks as a requirement for hiring.

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 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 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: _____