

Fountaindale Public Library District  
300 W Briarcliff Road  
Bolingbrook, IL  
P (630) 759-2102 F (630) 759-6180 www.fountaindale.org

## Application for Employment

EQUAL OPPORTUNITY EMPLOYER

**The Fountaindale Public Library District is an Equal Opportunity Employer.** The Library is committed to a policy of recruitment, employment, evaluation, promotion, discipline, and other terms and conditions of employment without regard to race, color, religion, age, sex, pregnancy, national origin, ancestry, disability (mental or physical), genetic information, military status, marital status, transgendered status, sexual orientation, political affiliation, and any other legally protected categories all in accordance with applicable law.

**Applicants requiring reasonable accommodation to the application/interview process should notify the Human Resources Manager.**

All persons interested in employment at Fountaindale Public Library District must complete an application. Resumes are welcome, but cannot be used as a substitute for the information requested on this form. A resume alone is not sufficient to consider an individual as an applicant.

The Library's current job openings are posted on the library's web site: <https://www.fountaindale.org>. You may return your application to the Information or Circulation Desk, by email to [hr@fountaindale.org](mailto:hr@fountaindale.org), by fax (630) 759-6180, or by mail to the Human Resources Department.

PLEASE NOTE: Due to the large volume of applications received, we cannot respond to every request. Individuals are considered applicants when they are invited to our office for an interview and have filled out a completed application for employment.

**PLEASE PRINT AND USE BLUE OR BLACK INK**

**Personal Data**

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Name (last, first, middle) \_\_\_\_\_ Date \_\_\_\_\_

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Address \_\_\_\_\_

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City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

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Phone (     ) \_\_\_\_\_ Email \_\_\_\_\_

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Preferred method of contact: \_\_\_\_\_

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

Are you at least 16 years of age?       Yes     No

Position(s) applying for: \_\_\_\_\_

What kind of work schedule are you available to work? \_\_\_\_\_

Part-time     Full-time

What days of the week are you available to work?

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Recruitment Source:     Library website     Library Employee (name) \_\_\_\_\_

Social Media (specify site) \_\_\_\_\_

Job posting (specify site) \_\_\_\_\_

Other (please be specific) \_\_\_\_\_

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Are you able to perform the essential functions of the job for which you are applying with or without reasonable accommodations?       Yes     No

If No, please explain:

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If needed for the position for which you are applying, do you have a current Illinois Driver's License?

Yes     No       N/A

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Date available for work: \_\_\_\_\_ Desired salary range: \_\_\_\_\_

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Have you been employed here before?       Yes     No

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If, Yes, When: \_\_\_\_\_

## Education Record

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### High School

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Address

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Did you graduate?     Yes     No

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### College/University

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Address

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Degrees or Diplomas \_\_\_\_\_ Years attended   1  2  3  4

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### Trade or Technical Training

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Address

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Degrees or Diplomas

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### Graduate School

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Address

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Degrees or Diplomas \_\_\_\_\_ Years Attended   1  2  3  4

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### Special Skills

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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:

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### References

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List names and telephone numbers of three business/work references who are not related to you. If not applicable, list three school or personal references that are not related to you.

1. Name	Title
Relationship to You	Number of years known
Phone (    )	Email
2. Name	Title
Relationship to You	Number of years known
Phone (    )	Email
3. Name	Title
Relationship to You	Number of years known
Phone (    )	Email

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## Employment History

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Begin with most recent employer. Attach additional sheet(s) if needed to document employment for the last seven years or more.

1. Employer	Dates of Employment	
Address	City	State
Phone (     )	Title	
Duties		
Manager's Name		
Reason for Leaving		

**If the employer listed above is your current employer, may we contact?**      Yes      No

2. Employer	Dates of Employment	
Address	City	State
Phone (     )	Title	
Duties		
Manager's Name		
Reason for Leaving		

3. Employer	Dates of Employment	
Address	City	State
Phone (     )	Title	
Duties		
Manager's Name		
Reason for Leaving		

## **Applicant's Signature**

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### **BACKGROUND CHECKS**

In order to uphold our commitment to providing a safe environment for staff and patrons, and to protect our assets, the Fountaindale Public Library District makes every effort to hire and retain trustworthy individuals. To aide in this process, the Fountaindale Public Library District conducts background checks on all final applicants being considered for employment.

### **THE LIBRARY MAINTAINS A TOBACCO AND SMOKE FREE ENVIRONMENT.**

**I hereby certify that all answers to the above questions are true and I agree and understand that any false statements contained in this application may cause rejection of this application or termination of employment.**

I have read this application and understand that it is not an express or implied offer of employment nor should it be considered as an offer of employment nor does it create any rights in the nature of an employment contract. I understand this application for employment shall be considered active for a period not to exceed 6 months.

I further understand that having applied for employment with Fountaindale Public Library District I do hereby agree and give my consent that any person, firm or organization listed herein is authorized to furnish the Library with reference material concerning my past employment.

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 agree that a facsimile ("fax"), electronic or photographic copy of this application shall be as valid as the original.

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Signature of Applicant

Date