

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

Application for Employment

EQUAL OPPORTUNITY EMPLOYER

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.

Individuals will not be considered applicants if they exclude the following information:

- ~The position applied for;
- ~Authorization to work in the United States;
- ~A complete employment history of the last seven years including the name of the employer, full name and title of supervisor, dates of employment, rate of pay and reason for leaving; and
- ~Signature of applicant and the date.

The Library's current job openings are posted at the Library and on the library's web site: fountaindale.org
You may return your application to the Information or Circulation Desk, by email to 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

Name (last, first, middle) _____ Date _____

Address _____

City _____ State _____ Zip Code _____

Phone () _____ Email _____

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 Seasonal

What days of the week are you available to work?

Recruitment Source: Library website Library Employee (name) _____

Social Media (specify site) _____

Job posting (specify site) _____

Other (please be specific) _____

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:

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

Yes No N/A

Date available for work: _____ Desired salary range: _____

Have you been employed here before? Yes No

If, Yes, When:

Education Record

High School

Address

Did you graduate? Yes No

College/University

Address

Degrees or Diplomas _____ Years attended 1 2 3 4

Trade or Technical Training

Address

Degrees or Diplomas

Graduate School

Address

Degrees or Diplomas _____ Years Attended 1 2 3 4

Special Skills

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:

References

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

Employment History

Begin with most recent employer. Attach additional sheet 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 employee 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

EQUAL EMPLOYMENT OPPORTUNITY

The Fountaindale Public Library 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 political affiliation, race, color, national origin, ancestry, citizenship status, gender, religion, sexual orientation, age, disability, marital status, arrest record, military status, proper regard for privacy and constitutional rights as citizens, and any other legally protected categories.

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 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.

Signature of Applicant

Date

VOLUNTARY APPLICANT DATA

Fountaindale Public Library District is an Equal Opportunity Employer and is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws Fountaindale Public Library District invites applicants to voluntarily self-identify their race/ethnicity and gender. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information will be kept confidential and will only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. This **confidential** questionnaire will be kept separately from your *Application for Employment*.

Date: _____ Position applied for: _____

Name: _____

Recruitment Source: Library website Library Employee (name) _____
 Social Media (specify site) _____
 Job posting (specify site) _____
 Other (please be specific) _____

EEO Survey

Government agencies require periodic reports on the sex and ethnicity of applicants and employees. This data will be used for analysis and reporting only. **Choose one race/ethnic group. Submission of information is voluntary.**

Sex:

_____ Male
_____ Female

Race/Ethnic Group:

_____ Hispanic or Latino
_____ White
_____ Black or African American
_____ Native Hawaiian or Other Pacific Islander
_____ Asian
_____ American Indian or Alaska Native
_____ Two or more races

Definitions

Hispanic or Latino – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

White (Not Hispanic or Latino) – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Black or African American (Not Hispanic or Latino) – A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Asian (Not Hispanic or Latino) – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

American Indian or Alaska Native (Not Hispanic or Latino) – A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

Two or More Races (Not Hispanic or Latino) – All persons who identify with more than one of the above five races.