



**OAK LAWN PUBLIC LIBRARY**  
 9427 S. Raymond Avenue  
 Oak Lawn, Illinois 60453  
 olpljobs@olpl.org

## APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

**PERSONAL INFORMATION**

DATE \_\_\_\_\_

Name \_\_\_\_\_  
(Last, First, Middle Initial)

Street Address \_\_\_\_\_ Home Phone No. \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Other Phone No. \_\_\_\_\_

Are you at least 16 years of age? \_\_\_\_ Yes \_\_\_\_ No (If under 16 years of age a work permit is required)

Are you legally entitled to work in the United States? \_\_\_\_ Yes \_\_\_\_ No

*If employed, you must be able to furnish proof that you meet State of Illinois minimum work age requirements, that you are legally entitled to work in the United States, and that you have a valid Driver's License, and driver's insurance if the position for which you are hired requires driving.*

Do you have any relatives currently working at the Oak Lawn Public Library? \_\_\_\_ Yes \_\_\_\_ No

If so, please provide the name of the individual: \_\_\_\_\_

*(Our Personnel Policy prohibits the regular employment of relatives in the same department when a supervisory relationship exists.)*

*Employment will be contingent on a Consumer Background Check, which may include a criminal background, credit check, information on your character, personal characteristics, or driving record. Your written authorization would be requested before any report can be obtained.*

**EMPLOYMENT DESIRED** Please select the position(s) you are interested in from the list below. You will be considered only for those positions checked and for which you are qualified.

- |   |   |
|---|---|
| <input type="checkbox"/> Page <i>(book shelve)</i>                | <input type="checkbox"/> Computer Technician  |
| <input type="checkbox"/> Library Assistant <i>(clerk)</i>         | <input type="checkbox"/> Library Associate <i>(requires Bachelor's Degree)</i>                            |
| <input type="checkbox"/> Administrative Assistant <i>(office)</i> | <input type="checkbox"/> Librarian <i>(requires an ALA-accredited Master's Degree in Library Science)</i> |
| <input type="checkbox"/> Building Maintenance Assistant           | <input type="checkbox"/> Other: <i>(specify)</i> _____  |

What is your desired wage/salary requirement? \_\_\_\_\_

Do you intend to be a student or hold another job while working here?  Yes  No If "yes", please explain: \_\_\_\_\_

If a student, indicate any school activities which may affect your availability to work: \_\_\_\_\_

Please indicate whether you are interested in full-time, part-time, or substitute employment, and your availability.

- Full-time (37 ½ hours/week)  
 Part-time: \_\_\_\_ 20 to 28 hours/week; \_\_\_\_ 8 to 19 hours/week

Days and hours available to work:  Flexible (available to work any day—daytime, evenings, weekends)  
 Limited—indicate days and hours available to work below:

Day/Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
From							
To							

How did you learn about employment at our library?  Referral (Name: \_\_\_\_\_)  
 Walk-In  Library newsletter/web site  Newspaper ad  Agency  College/School  Other \_\_\_\_\_

Have you ever applied to or worked at this library before?  Yes  No If "yes," please indicate when: \_\_\_\_\_

***Please complete the reverse side of this application form—incomplete or unsigned application forms may not be considered. This application for employment shall be considered active for a period of time not to exceed six months. You may renew your availability for employment by completing a new application.***

**EMPLOYMENT EXPERIENCE** Please list below your last three employers, starting with your present or most recent employer. You may attach additional relevant employment information on a separate sheet.

Employer's Name:		Employer's Telephone:	
Address:		E-mail:	
Dates Employed (Month/Year): From:                      To:		Supervisor's Name/Title:	
Ending Pay Rate:		Your Job Title:	
Description of your Duties:			
Reason for Leaving:			
Employer's Name:		Employer's Telephone:	
Address:		E-Mail:	
Dates Employed (Month/Year): From:                      To:		Supervisor's Name/Title:	
Ending Pay Rate:		Your Job Title:	
Description of your Duties:			
Reason for Leaving:			
Employer's Name:		Employer's Telephone:	
Address:		E-Mail:	
Dates Employed (Month/Year): From:                      To:		Supervisor's Name/Title:	
Ending Pay Rate:		Your Job Title:	
Description of your Duties:			
Reason for Leaving:			
May we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If you were employed under or have used another name, please provide name(s): _____			
Please explain any periods of unemployment:			
You may be asked to provide a list of references during the interview process. Credentials may be verified.			

**EDUCATION**

School Attended	Name and Location	Course of Study	Years Completed	Graduated?	Type of Degree Received
High School				<input type="checkbox"/> Yes <input type="checkbox"/> No	
College				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Business, Trade, Graduate, Other				<input type="checkbox"/> Yes <input type="checkbox"/> No	

Describe any other experience, specialized training, or skills you feel we need to know about in considering your application: \_\_\_\_\_

**READ CAREFULLY BEFORE SIGNING**

I certify that the information contained in this application is true and complete to be best of my knowledge. I acknowledge and agree that any false statement, misleading answer, omission, concealment, unrequested information, or failure to answer any question fully, completely, and accurately will be grounds for not hiring me or terminating my employment irrespective of when the information is discovered.

I authorize investigation and verification of all statements contained herein. I authorize the references listed above and employers to give you any and all information concerning my previous employment and any pertinent information that they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same for you.

I acknowledge that if I become employed at the Oak Lawn Public Library my employment is for no definite period, and I will be employed "at will," which means that I will be free to terminate my employment at any time for any reason. Likewise, the Oak Lawn Public Library is free to terminate my employment at any time for any reason except as prohibited by law.

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_