

APPLICATION FOR EMPLOYMENT

Bloomington Public Library

P E R S O N A L	Last Name	First	Middle	Date
	Street Address			Home Telephone ()
	City, State, Zip			Cellular Telephone ()
	Have you ever been employed by the Bloomington Public Library? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes: Dates/ Position(s) Held:			Social Security #
	Position Desired			Pay Expected
	Hours Desired <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time Hours Available:			Will you work overtime if asked? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Are you legally eligible for employment in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No			When will you be available to begin work?
	Have you ever been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain.			
	Do you have any relatives employed by the Bloomington Public Library? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain.			
	Other special training or skills (languages, machine operations, etc.)			

EMPLOYMENT HISTORY

Please give accurate, complete full-time and part-time employment record. Start with your present or most recent employer.

1	Company Name _____ Address _____ Name of Supervisor _____ State Job Title and Describe Your Work _____	Telephone () _____ Employed (state Month and Year) From _____ To _____ Pay Start _____ Last _____ Reason for Leaving:
2	Company Name _____ Address _____ Name of Supervisor _____ State Job Title and Describe Your Work _____	Telephone () _____ Employed (state Month and Year) From _____ To _____ Pay Start _____ Last _____ Reason for Leaving:
3	Company Name _____ Address _____ Name of Supervisor _____ State Job Title and Describe Your Work _____	Telephone () _____ Employed (state Month and Year) From _____ To _____ Pay Start _____ Last _____ Reason for Leaving:

Have you ever been terminated from a job? Yes No If yes, reason _____

We may contact the employers listed above unless you indicate those you do not want us to contact.
 DO NOT CONTACT Employer Number(s) _____ Reason _____

EDUCATION

Circle last year completed:

Elementary	5	6	7	8	
High School	1	2	3	4	
College	1	2	3	4	Major _____

Describe other education and training.

MILITARY

Did you serve in the U.S. Armed Forces?

Yes No

If yes, in what Branch? _____

Describe any training received relevant to the position for which you are applying.

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The information provided in this Application for Employment is true, correct, and complete. If employed, any misstatement or omission of fact on this application may result in my dismissal.

I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future.

Date

Applicant's Signature

Authorization for Background and Reference Check

I authorize the Bloomington Public Library to thoroughly investigate my references, work record, education, criminal conviction record and any other matters relevant to my suitability for employment. I also authorize my former employers to disclose to the Bloomington Public Library, or anyone acting on behalf of the Bloomington Public Library, any and all of my employment records, including my disciplinary reports and letters of reprimand, without giving me notice of such disclosure. I hereby fully release and discharge the Bloomington Public Library, my former employers, their respective officers, employees, and agents, and all other persons and entities from any and all claims, demands, and liabilities arising out of or in any way relating to such investigation or disclosure.

Date

Applicant's Signature

Equal Employment

Prospective employees will receive consideration without discrimination because of gender, race, ethnicity, national origin, religion, age, marital status, disability, sexual orientation, veteran status, or any other category protected by local, state, or federal law.

Bloomington Public Library
205 East Olive Street
P.O. Box 3308
Bloomington, IL 61702-3308
(309) 828-6091
www.bloomingtonlibrary.org

Bloomington Public Library

Equal Opportunity Survey

In compliance with the Federal and State Equal Opportunity requirements, the Bloomington Public Library requests the following information for statistical purposes only. Completion of this form is voluntary and will be maintained separately from your application. Information provided will not be considered in any employment decisions.

Position applied for: _____ Date: _____

Sex: Male _____ Female _____ Age: _____

Disability _____ Veteran _____ (check only if applies)

Individuals requesting disability accommodations must contact the Human Resources Department prior to the start of the application process.

Referral Source:

___ Walk-in ___ Friend/Relative ___ High School Campus ___ Radio
___ College Campus ___ Library Employee ___ Advertisement in: ___ Other
___ Sent in Resume ___ Library Website _____ ___ Re-hire

Please specify the group to which you belong, identify with, or regard in the community as belonging. Only choose *one* race/ethnic category.

- White (not of Hispanic origin):** All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- Black (not of Hispanic origin):** All persons having origins in any of the Black racial groups of Africa.
- Hispanic:** All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- Asian or Pacific Islander:** All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.
- American Indian or Alaskan Native:** All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.