

**Galesburg Public Library**  
**40 East Simmons Street**  
**Galesburg, IL 61401**

***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.

1. Position(s) Applied For \_\_\_\_\_
2. Date of Application \_\_\_\_\_
3. How did you learn about us?  
 Advertisement       Friend       Inquiry       Employment Agency  
 Relative       Other (explain) \_\_\_\_\_
4. Name (First, Middle, Last) \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone Number(s)/Email Address \_\_\_\_\_
5. If you are under 18 years of age, can you provide required proof of your eligibility?       Yes     No
6. Have you ever filed an application with us before?       Yes     No  
If yes, when \_\_\_\_\_
7. Have you ever been employed with us before?       Yes     No  
If yes, when \_\_\_\_\_
8. Are you currently employed?       Yes     No
9. May we contact your present employer?       Yes     No
10. Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?       Yes     No  
(Proof of citizenship or immigration status is required)
11. Date available for work \_\_\_\_/\_\_\_\_/\_\_\_\_
12. Are you available to work:       Full Time  
    Part Time  
    Temporary
13. Are you currently on "lay-off" status and subject to recall?       Yes     No
14. Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied?       Yes     No

*(See other side)*

**If you are submitting a resume and references there is no need to complete 15 through 19.**

15. EDUCATION (Please circle years completed)

<i>School Name</i>	<i>Yrs. Completed</i>	<i>Degree/Diploma</i>	<i>Course of Study</i>
High School _____	9 10 11 12	_____	_____
College _____	1 2 3 4 5	_____	_____
Graduate/Professional _____		_____	_____
Other _____		_____	_____

16. EMPLOYMENT RECORD (Start with your present or last job.)

<i>Employer</i>	<i>Address</i>	<i>Duties</i>	<i>Dates: From</i>	<i>To</i>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

17. Describe any specialized training, apprenticeship, skills and extra-curricular activities.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

18. Do you have library experience? Please describe.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

19. PERSONAL/PROFESSIONAL REFERENCES (Do not include family members.)

<i>Name</i>	<i>Address</i>	<i>Phone</i>	<i>Occupation</i>
_____	_____	_____	_____
_____	_____	_____	_____

APPLICANT'S STATEMENT

I certify that the answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Date*