ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT

Employment Application – Equal Opportunity Employer

PLEASE FILL OUT BOTH SIDES OF FORM. THANK YOU

APPLICANT INFORMATION			
Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	E-mail Address		
Date Available	Do you have your own transportation	Desired Salary	
I am seeking work: ☐ Full-Time ☐ Part-Time			
Are you a citizen of the United States? YES ☐ NO ☐	If no, are you authorized to work in the U.S.? YES ☐ NO ☐		
Have you ever worked for this company? YES ☐ NO ☐	If so, when?		

EDUCATION				
High School		Address		
From	To	Did you graduate? YES ☐ NO ☐		Degree
College		Address		
From	To	Did you graduate? YES ☐ NO ☐		Degree
Other		Address		
From	To	Did you graduate? YES ☐ NO ☐		Degree

REFERENCES			
Please list two professional references.			
Full Name	Relationship		
Company	Phone ( )		
Address			
Full Name	Relationship		
Company	Phone ( )		
Address			
Special Skills	Microsoft Office Proficient? ☐ Yes	☐ No	
	Microsoft Word Proficient? ☐ Yes	☐ No	
	Microsoft Excel Proficient? ☐ Yes	☐ No	
Additional Comments			

PREVIOUS EMPLOYMENT

Company		Phone ( )	
Address		Supervisor	
Job Title	Starting Salary $	Ending Salary $	
Responsibilities			
From To	Reason for Leaving		
May we contact your previous supervisor for a reference? YES ☐ NO ☐			
Company		Phone ( )	
Address		Supervisor	
Job Title	Starting Salary $	Ending Salary $	
Responsibilities			
From To	Reason for Leaving		
May we contact your previous supervisor for a reference? YES ☐ NO ☐			
Company		Phone ( )	
Address		Supervisor	
Job Title	Starting Salary $	Ending Salary $	
Responsibilities			
From To	Reason for Leaving		
May we contact your previous supervisor for a reference? YES ☐ NO ☐			

MILITARY SERVICE

Branch	From To
Rank at Discharge	Type of Discharge
If other than honorable, explain	

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature	Date