



861 Broadway Street
Hamilton, IL 62341
217-847-2219

Application for Employment

Please print or type answers, sign the back page and return to the library director at the address above.
Please answer all questions that apply to the position desired. All answers are confidential.

Position Sought: _____ Date: _____

Full Name: _____

Address: _____

Telephone: _____ Email: _____

EDUCATION:

	School Name/Location	Dates	Major/Minor	Degree
High School				
College				
Other Edu.				

Special Studies not included above: _____

Do you speak or read a foreign language?: _____

Special Interests: Films _____ Reading _____ Travel _____ Discussion Groups _____

Other: _____

What experience do you have with computers: _____

What office machinery can you operate: _____

WORK EXPERIENCE:

Employer	Address	Dates	Reason for Leaving

May We Contact Your Present Employer? Yes _____ No _____

Employer Name & Number: _____

What periodicals or types of books do you read regularly? _____

Is there anything further you would like to add about your qualifications and interests?

REFERENCES: (Do NOT include relatives)

Name	Address	Phone #	Years Known and Relationship

All potential employees MUST pass a background check prior to being hired.
All employment is on an "at will" basis which allows the employment to be terminated at any time by either the employee or the Library at will, with or without cause.

I have answered all questions truthfully, to the best of my knowledge:

Signature of Applicant