



# Wheaton Public Library Application for Employment

## EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

It is the express policy of the Wheaton Public Library to consider all applicants for WPL employment without regard to race, color, religion, gender, age, physical disability, political affiliation, or National origin (except where a bona fide occupational qualification exists).

### Applicant Information

Today's Date: \_\_\_\_\_ Applying for:  Full Time  Part Time

Position Applying for: \_\_\_\_\_

Full Name: \_\_\_\_\_  
Last First M.I.

Address: \_\_\_\_\_  
Street Address Apartment/Unit #

\_\_\_\_\_ City State ZIP Code

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date Available: \_\_\_\_\_

Can you provide proof of authorization to work in the United States? YES NO

Have you ever worked for the Library? YES NO If yes, when? \_\_\_\_\_

**Education, Training and Experience**

High School: \_\_\_\_\_ Address: \_\_\_\_\_

Did you graduate? YES NO  
  Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

Did you graduate? YES NO  
  Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

Did you graduate? YES NO  
  Degree: \_\_\_\_\_

**Professional References**

*Please list three professional references.*

Name: \_\_\_\_\_ Business Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

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Name: \_\_\_\_\_ Business Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

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Name: \_\_\_\_\_ Business Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**Previous Employment**

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact your previous employer for a reference?      YES   NO  
                        

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Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact your previous employer for a reference?      YES   NO  
                        

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Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact your previous employer for a reference?      YES   NO

## Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I also authorize the Police Department to furnish all information regarding any conviction listed under my name and release them from all liabilities whatsoever for furnishing any information concerning me. I understand that a post-offer medical examination, including a drug screen, may be required for this position. I further understand that any offer of employment or granting of employment made by the Wheaton Public Library may be withdrawn or I may be discharged by the Wheaton Public Library's Director of Human Resources in his/hers sole discretion, with or without cause, at any time should the Director of Human Resources determine that the withdrawal of the offer or dismissal is in his/her opinion in the best interests of the Wheaton Public Library. In consideration of the Wheaton Public Library reviewing and investigating this application, I hereby waive, to the greatest extent permitted by law, any and all suits, claims, actions or demands in law, chancery or administrative proceeding and damages, costs, expenses, lost wages, lost income or lost opportunities which may result from the Wheaton Public Library's withdrawal of any offer of employment.

This application for employment shall be considered active for a period of time not to exceed 1 year. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

The applicant understands that neither this document, nor the Wheaton Public Library Employee Manual, nor any offer of employment from the employer constitute an employment contract unless a specific document to that effect is executed by the employer and employee in writing.

In the event of employment, I understand that false and misleading information given in my application or interview(s) may result in discharge. I understand also, that I am required to abide by all rules and regulations of the employer.

I HAVE READ THIS APPLICANT'S STATEMENT AND AGREE TO BE BOUND BY ITS TERMS & CONDITIONS.

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Signature of Applicant

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Date