



**Main Library**  
270 North Grove Avenue  
Elgin, Illinois 60120

**Rakow Branch**  
2751 W. Bowes Road  
Elgin, Illinois 60124

**South Elgin Branch**  
127 S. McLean Boulevard  
South Elgin, Illinois 60177

# EMPLOYMENT APPLICATION

847-742-2411  
www.gailborden.info

Gail Borden Public Library District provides equal opportunity to all employees and applicants for employment regardless of race, color, religion, age, sex, pregnancy, national origin, citizenship status, ancestry, disability, genetic information, military status, marital status, order of protection status, transgendered status, sexual orientation and other protected categories, in accordance with applicable law. All applicable laws relating to disability discrimination will be strictly followed.

## PERSONAL INFORMATION

Date \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street City State Zip

Telephone No. \_\_\_\_\_ Cell Phone No. \_\_\_\_\_

E-mail Address \_\_\_\_\_

Are you legally eligible to work in the United States? Yes  No  (Documentation will be required upon hire)

## EMPLOYMENT DESIRED

Position Applying For: \_\_\_\_\_ Date You Can Start: \_\_\_\_\_

Are you available? Full-time  Part-time  List hours that you are available for work: \_\_\_\_\_

Location Preference? Main Library  Rakow Branch  South Elgin Branch  No Preference

Are you employed now? Yes  No  If yes, may we inquire of your present employer? Yes  No

Have you previously applied to the Library? Yes  No  When? \_\_\_\_\_

How did you hear about this position? \_\_\_\_\_

Education	Name & Location of School	No. of Years	Did you graduate?	Subjects of Special Study
High School				_____
College/University				
Trade/Technical				
Graduate School				

Summarize any special skills, qualifications or subjects of special study you acquired that may be applicable to the job you are applying for: \_\_\_\_\_

**EMPLOYMENT HISTORY:** (List below your last three employers, starting with the most current one)

Date: Month & Year (mm/yy)	Name & Address of Employer	Job Title/Duties	Reason for Leaving
From: To:			
From: To:			
From: To:			

May we contact your current employer? Yes  No

Which of these jobs did you like best and why? \_\_\_\_\_  
\_\_\_\_\_

**PROFESSIONAL REFERENCES** (List three persons not related to you, whom you have known at least one year)

Name	Phone/E-Mail	Business	Years Acquainted
1.			
2.			
3.			

Why do you want to work at the Gail Borden Public Library? \_\_\_\_\_  
\_\_\_\_\_

**Employment with Gail Borden Public Library District is contingent on the receipt and evaluation of a criminal background check. Criminal background checks are conducted for employees ages 18 years and older. Failure to provide consent or the required information after receipt of a background check will result in the withdrawal of any offer of employment. A background consent form will be provided once a preliminary offer of employment has been made.**

*I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and, if I am employed, my employment may be terminated at any time. In consideration of my employment, I agree to conform to the Library's policies, rules and regulations, including from time to time any amendments or changes thereto, and I agree that my employment is "at will" and can be terminated, with or without cause, and with or without notice, at any time, by me or the Library. I also understand and agree that the duration and schedule of my hours, my duties and responsibilities and any and all other terms and conditions of my employment may be changed, with or without cause, and with or without notice, at any time by the Library. I understand that neither this document nor any offer of employment from Gail Borden Public Library District constitutes an employment contract, unless a specific document to that effect is executed by the Library and myself in writing.*

**Signature:** \_\_\_\_\_

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