



West Sangamon Public Library

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EMPLOYMENT APPLICATION

PLEASE TYPE OR PRINT

Date: _____

Title of Position (if known): _____
(Pages must be at least 15 years of age with a Work Permit.)

Full Name: _____

Address: _____

Telephone Number: _____ Email Address: _____

WORK EXPERIENCE

List and describe your work experience during the last 5 years. Begin with your present position.

Employed by: _____

Address and Contact Information: _____

Dates of Employment: From _____ to _____ Salary: _____

Current Title: _____ Name of Supervisor: _____

Reason for Leaving: _____

List and describe your duties and responsibilities: _____

Employed by: _____

Address and Contact Information: _____

Dates of Employment: From _____ to _____ Salary: _____

Current Title: _____ Name of Supervisor: _____

Reason for Leaving: _____

List and describe your duties and responsibilities: _____

If you require additional space, request an additional sheet.

FORMAL EDUCATION REPORT

High School attended:

School Name & Location: _____
Graduated: _____

Business and/or Trade Schools attended:

School Name & Location: _____
Graduated: _____
Program / Degree: _____

Colleges or Universities attended:

School Name & Location: _____
Graduated: _____
Program / Degree: _____

School Name & Location: _____
Graduated: _____
Program / Degree: _____

OTHER

> Computer Training and Use: _____

> Hobbies and Interests: _____

> Do you have a valid driver's license? _____ License Number: _____

> When are you available for employment? _____

> Do you prefer full time or part time employment? _____

> Hours available: _____

> Have you ever been convicted of a criminal felony involving theft of property or bodily injury? _____

Note: A conviction record will not be a bar to employment; factors such as age, time of offense, nature of the violation and rehabilitation will be taken into account.

REFERENCES

Three work or school references:

Name: _____

Business: _____

Address: _____

Telephone: _____

Name: _____

Business: _____

Address: _____

Telephone: _____

Name: _____

Business: _____

Address: _____

Telephone: _____

Any materials misrepresented may be grounds for termination of employment or ineligibility.

By signing this Employment Application I acknowledge and agree:

1. That any misrepresentation of information in this application will be cause for my ineligibility for employment and my discharge.
2. That I will serve an initial probationary period of employment for six months and during this period I may be discharged without cause.

Applicant's Name (Printed): _____

Applicant's Signature: _____

Date: _____