



# APPLICATION FOR EMPLOYMENT

Aurora Public Library, 101 S. River Street, Aurora, IL 60506-6005

## INSTRUCTIONS

We welcome you as an applicant for employment. You will be considered for the position(s) indicated on this application. It is the policy and intent of the Aurora Public Library to provide equal opportunity in employment to all persons regardless of race, color, gender, age, religion, national origin, ancestry, sexual orientation, place of residence, political affiliation, disability status, veteran status, marital status, gender identity or expression, pregnancy or any other protected group status (except when gender, age, or physical ability is a bona fide occupational qualification) in all aspects of our personnel policies, programs, practices and operations. This policy applies to all types of full-time, part-time, temporary and seasonal employment.

All information contained in or connected with this application will be considered personal, confidential and used only in conjunction with your possible employment with the Aurora Public Library. The Aurora Public Library complies with the Americans with Disabilities Act and any other similar applicable laws. If you are an individual with a disability and need accommodation as part of the application process (or any other accommodation), please contact the Human Resources Department.

Please furnish us with complete information as outlined in this application. A resume will not be accepted as a substitute for completing any portion of this Employment Application. You are encouraged, not required, to attach a resume. You may also attach copies of any additional information which qualifies you for the position(s) you are applying for. If you choose to omit or fail to provide any required information on this application, you may not be considered for the position. Please print all information in ink.

## EMPLOYMENT REFERENCE

Position applied for: \_\_\_\_\_ Available to work:  Days  Evenings  Weekends

Type of employment desired:  Full-time  Part-time  Temporary Date Available: \_\_\_\_\_

## PERSONAL INFORMATION

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

Address \_\_\_\_\_ Telephone No. \_\_\_\_\_  
Street City State Zip Home/Cell/Other

Are you at least 16 years of age?  No  Yes

Have you ever worked for the Aurora Public Library?  No  Yes Please specify \_\_\_\_\_  
Position Dates

Are you related to any employee of the Aurora Public Library?  Yes  No

If yes, name and relationship to you: \_\_\_\_\_

If employed, can you provide proof of authorization to work in the US?  No  Yes

Do you have a valid driver's license?  No  Yes



**PROFESSIONAL REFERENCES**

Please provide three (3) professional/business references who are familiar with your work history and experience.

<u>Name</u>	<u>Organization</u>	<u>Relationship</u>	<u>Years Known</u>	<u>Phone No.</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**PLEASE READ CAREFULLY BEFORE SIGNING**

I hereby certify that all answers to the questions herein are true, accurate and complete to the best of my knowledge. I agree and understand that any false statements, misrepresentations and/or omissions of facts contained in this application (or any other supplemental documentation) may cause the rejection of this application or termination of employment without notice and/or benefits regardless of how or when discovered. I release the Aurora Public Library from any and all liability that might result from conducting a background investigation. I hereby agree to indemnify and hold harmless each and every current or prior employer in defending against any charge, complaint or suit filed with any Federal, State or local agency, or in any court of the State or Federal government for providing accurate, factual history of employment information.

I understand that all candidates hired are subject to satisfactory completion of a drug screen and physical examination, following a conditional job offer. I understand this application is not, nor is it intended to be, a contract of employment or a guarantee of any kind. If hired, I agree to abide by all Human Resources and all other departmental rules and regulations. I acknowledge that I have read the above statements and hereby grant permission to verify the information supplied on this application for employment and employment related documents I have provided.

APPLICANT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
*Please write your signature in ink*

PRINT NAME \_\_\_\_\_

APL USE ONLY:

INTERVIEWED BY:

\_\_\_\_\_  
Name Date

\_\_\_\_\_  
Name Date

\_\_\_\_\_  
Name Date