

# Auburn Public Library District

## Employment Application

### Applicant Information

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

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

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

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

Date Available: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Have you ever worked for this organization? YES  NO  If yes, when: \_\_\_\_\_

Are you at least 18 years of age? YES  NO

How did you learn about employment at our library?  Referral: (Name: \_\_\_\_\_ )

Walk-in  Social Media  Newspaper Ad  Other:

### Education

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

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

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

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

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

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

### References

*Please list three professional references.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

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

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

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

**Previous Employment**

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

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

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

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

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

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

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

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

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

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

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

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

### Military Service

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Skills Gained: \_\_\_\_\_

### Job-Related Skills and Qualifications

Please list any equipment or machines related to the position you are applying for that you are qualified to operate:

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Please describe additional skills, training, or abilities you would like to have considered when evaluating your qualifications:

## Disclaimer and Signature

*I hereby certify the information provided in this employment application is true, correct, and complete to the best of my knowledge. If hired, any misstatement or omission of fact of this application may result in termination of my employment without notice or benefits, regardless of how or when discovered.*

*I authorize the investigation of all statements and information contained in this application. If an employment relationship is established, I understand that employment with the Auburn Public Library District is for no fixed period of time and if hired, I acknowledge that I have the right to terminate employment with or without advance notice for any reason or no reason at all at any time, and that the Auburn Public Library District retains the same right.*

*In making application for employment, I give permission for, and understand that, the Auburn Public Library District will make a request for a background check.*

*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.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Print/Type \_\_\_\_\_  
Name: \_\_\_\_\_

Please supplement this record with a resume, references, or any additional information that you feel will aid in our evaluation of your qualifications.

Completed application materials may be submitted:

- By hand at the Library Circulation Desk
- By fax to (217)438-9317
- By mail to: Auburn Public Library District  
338 West Jefferson Street  
Auburn, IL 62615
- By email to: [APLDdirector@gmail.com](mailto:APLDdirector@gmail.com)

## For office use only

Position Title:

Date:

Hired:  Yes  No

Start Date:

Wage: Hourly \$

Hours per week:

Estimated End of Orientation Date:

Scheduled days/shifts:

Forms:

Federal W-4

Emergency Contact: \_\_\_\_\_

IL State W-4

Personnel Policy

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