POPLAR CREEK PUBLIC LIBRARY DISTRICT
1405 South Park Ave., Streamwood, Illinois
APPLICATION FOR EMPLOYMENT

DATE

I. PERSONAL HISTORY RECORD

Name: _____
Last First Middle

Address: _____

City: _____State: _____ Zip: _____

Telephone: _____

Citizenship: Are you in the country on a visa which would not permit you to work here? YES ___ NO __

I I. QUALIFICATIONS

Position for which you are applying: _____

You would prefer position at: MAIN (Streamwood) BRANCH (Hanover Park) EITHER

Office machines you can operate: _____

Special talents (art, writing, lettering, etc.): _____

I I I. EDUCATION

School	Name & Location	No. of Years Attended	Did You Graduate?	Subject/Degrees
High School				
College				
Professional				
Technical				

Other courses or activities: _____

_____

Foreign Languages: Spoken _____Read _____Written _____

I V. FORMER EMPLOYMENT **(List last four positions, beginning with most recent. Please include military service.)**

Dates	Name, Address, Phone	Position	Salary	Reason for Leaving
From: To:				

Name of Supervisor: ____
Description of Position:

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Dates	Name, Address, Phone	Position	Salary	Reason for Leaving
From: To:				

Name of Supervisor: ____
Description of Position:

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Dates	Name, Address, Phone	Position	Salary	Reason for Leaving
From: To:				

Name of Supervisor: ____
Description of Position:

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Dates	Name, Address, Phone	Position	Salary	Reason for Leaving
From: To:				

Name of Supervisor: ____
Description of Position:

MAY WE CONTACT PREVIOUS EMPLOYERS? YES No
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V. EMERGENCY INFORMATION

Name: _____ Address: _____

Phone: _____

I certify all statements herein are true and understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal of employment.

Applicant's signature: _____

Date: _____

If hired, can you furnish proof of age: YES NO
(Certain positions have minimum age requirements.)

On back of this page please give three (3) references (name, address, and telephone number) that are not relatives or former employers.

PCPLD participates in E-Verify in order to maintain compliance with Federal law requiring all employers to verify the identity and employment eligibility of all persons hired to work in the United States.

APPLICANTS PLEASE DO NOT WRITE BELOW THIS LINE

Interviewed by: _____ Date: _____

Remarks: _____

_____

_____

_____

Date Hired: _____ Position: _____

Salary/Hourly Rate: _____ Starting Date: _____

Hours Scheduled:

Monday_____

Tuesday _____

Wednesday _____

Thursday _____

Friday _____

Saturday _____

Sunday _____

Total hours per week: _____ I.M.R.F.: YES NO

Approved by: _____ Date: _____