



2001 Delmar Avenue
 Granite City, IL 62040
 (618) 452-6238
 www.smrld.org

Serving Granite City, Mitchell, and Pontoon Beach

Application for Employment

Personal Data

Name (first, middle, last) _____

Date _____

Address _____

City _____

State _____

Zip Code _____

Phone: Home () _____

Cell () _____

E-Mail _____

Are you legally eligible for employment in the U.S.? (If yes, proof is required if hired)

Yes

No

Position(s) applying for: _____

When would you be able to start? _____

How did you hear about the position? _____

Education Record

High School

City/State _____

Did you graduate or do you have a GED? Yes No If no, year of expected graduation _____

Undergraduate School, Trade or Technical Training

City/State _____

Did you graduate? Yes No

Degree: _____

Graduate School

City/State _____

Did you graduate? Yes No

Degree: _____

Computer Skills

Do you have a basic knowledge of the following?

Microsoft Windows

Yes

No

Google Drive (Docs)

Yes

No

Microsoft Word

Yes

No

WordPress/HTML

Yes

No

Microsoft Excel

Yes

No

Online Databases

Yes

No

Microsoft Publisher

Yes

No

eBooks

Yes

No

List any additional or specific computer skills or knowledge: _____

January 2015

Employment History

Begin with most recent employer.

1. Employer

Dates of Employment

Address

Phone ()

Ending Salary

Title/Duties

Manager's Name

Reason for Leaving

May we contact your current employer for a reference?

Yes No

2. Employer

Dates of Employment

Address

Phone ()

Ending Salary

Title/Duties

Manager's Name

Reason for Leaving

3. Employer

Dates of Employment

Address

Phone ()

Ending Salary

Title/Duties

Manager's Name

Reason for Leaving

Have you been employed or volunteered with the library before?

Yes No

Voluntary or Community-Based Services

Summarize any special skills that you acquired through voluntary services that are applicable to the job that you are applying for:

Library Work Hours		List the hours you are available to work
Monday	8:00 AM – 8:00 PM	
Tuesday	8:00 AM – 8:00 PM	
Wednesday	8:00 AM – 8:00 PM	
Thursday	8:00 AM – 8:00 PM	
Friday	8:00 AM – 5:00 PM	
Saturday	8:00 AM – 5:00 PM	

Departments have some flexibility to work with different schedules. List any days, times or months you are unavailable to work due to other commitments (school, job, vacations, extracurricular activities, community or personal commitments, etc.):

References Give the names of three persons not related to you, whom you have known at least one year.

Name	Address/Phone	Business	Years Known

Do you have a relative working at Six Mile Regional Library District? Yes No

If yes, please provide name and relationship:

I certify that all of my answers given here are true and complete to the best of my knowledge, and that supplying false information herein shall result in immediate disqualification for consideration for employment or termination from employment, regardless of when such false information is discovered. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision; and 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 an accurate, factual history of employment information. I understand that neither this document nor any offer of employment from the employer constitutes an employment contract, unless a specific document to that effect is executed by the employer and employee in writing.

Signature of Applicant

Date