Crete Public Library
1177 Main St | Crete, IL 60417 | 708-672-8017

Application for Employment
EQUAL OPPORTUNITY EMPLOYER

Personal Data

Name (last, first, middle) Date

Address

City State Zip Code

Home Phone ( ) Message Phone ( )

If employed, can you provide proof of authorization to work in the U.S.? ☐ Yes ☐ No

Position(s) applying for:

Referred by ☐ Ad ☐ Friend ☐ Relative ☐ Agency ☐ Other

Education Record

High School

Address

Did you graduate? ☐ Yes ☐ No

College/University

Address

Degrees or Diplomas Years attended 1 2 3 4

Trade or Technical Training

Address

Degrees or Diplomas

Graduate School

Address

Degrees or Diplomas Years Attended 1 2 3 4

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Special Skills

Summarize any special skills or qualifications that you acquired through employment or other experience that are applicable to the job that you are applying for:

Employment History

Begin with most recent employer. Attach additional sheet if needed.

1. Employer | Dates of Employment

Address

Phone ( ) | Manager's Name

Title/Duties

Reason for Leaving

2. Employer | Dates of Employment

Address

Phone ( ) | Manager's Name

Title/Duties

Reason for Leaving

3. Employer | Dates of Employment

Address

Phone ( ) | Manager's Name

Title/Duties

Reason for Leaving

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Personal Data

Have you been employed here before?	☐ Yes	☐ No
May we contact your current employer?	☐ Yes	☐ No

Applicant's Signature

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