2035 S. NAPER BLVD.
NAPERVILLE, IL 60565-3325
(630) 961-4100

PLEASE RETURN TO THE HUMAN RESOURCES DEPARTMENT

APPLICATION FOR EMPLOYMENT

AMERICANS WITH DISABILITIES ACT

Under the Americans with Disabilities Act, reasonable accommodation must be provided in the job application process to enable a qualified applicant to have an equal opportunity to be considered for a job. It is the responsibility of an applicant with a disability to inform the Naperville Public Library that an accommodation is needed. An applicant seeking an accommodation for any phase of the application process shall file a written request at least five working days prior to the date for which an accommodation is being sought. Candidates requesting accommodation during any phase of the selection process should be referred to the Human Resources Department. The Naperville Public Library are not required to provide an accommodation if unaware of the need.

PERSONAL INFORMATION

Last name | First name | MI

Address | City | State | ZIP | Telephone ( )

e-mail Address

Are you legally eligible to work in the United States? ❑ Yes ❑ No

Have you ever been convicted as an adult for a felony? ❑ Yes ❑ No

If yes, date and place: Nature of offense: Disposition:

(The Library will not automatically reject an applicant who has been convicted. AN APPLICANT SHOULD NOT DISCLOSE INFORMATION REGARDING CRIMINAL ARREST OR CONVICTION RECORDS THAT HAVE BEEN EXPUNGED OR SEALED.)

POSITION APPLIED FOR

1_____
2_____
3_____

❑ Part-time
❑ Full-time

Minimum salary_____
Date available_____

Are you able to perform the essential functions of the job for which you are applying? ❑ Yes ❑ No

If no, please explain:

Do you have a current valid Illinois driver's license if needed for the position for which you are applying?
❑ Yes ❑ No ❑ N/A

EMPLOYMENT HISTORY

Please give accurate, complete full-time and part-time employment record. Start with your present or most recent employer

1

Company name	Telephone ( )
Address	Employed - (State month and year) From To
Name of supervisor	Hourly pay Start Last
State job title and describe your work	Reason for leaving

2

Company name	Telephone ( )
Address	Employed - (State month and year) From To
Name of supervisor	Hourly pay Start Last
State job title and describe your work	Reason for leaving

3

Company name	Telephone ( )
Address	Employed - (State month and year) From To
Name of supervisor	Hourly pay Start Last
State job title and describe your work	Reason for leaving

4

Company name	Telephone ( )
Address	Employed - (State month and year) From To
Name of supervisor	Hourly pay Start Last
State job title and describe your work	Reason for leaving

We may wish to contact the employers listed above unless you indicate those you do not want us to contact.

DO NOT CONTACT

Employer number(s)_____ Reason_____

_____

EDUCATION

Circle highest grade completed	Grade School	High School	College	Post Graduate
	1 2 3 4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 M.A. Ph. D

School	Name and address	Course of study	# of credits	Degree earned
Graduate				
College/ University				
College/ University				
Technical				
High School/ GED				

List any correspondence courses, seminars, workshops, training sessions, etc., that might relate to this position. Also list any licenses or certificates relating to this position.

Other skills or training which relate to this position: (Typing, computers, dictation, etc.)

Referred by: ❑ **Newspaper** ❑ **Employee** ❑ **Website** ❑ **Other**

EQUAL EMPLOYMENT OPPORTUNITY

The Naperville Public Library is an Equal Opportunity Employer. The Library is committed to a policy of recruitment, employment, evaluation, promotion, discipline, and other terms and conditions of employment without regard to political affiliation, race, color, national origin, ancestry, citizenship status, gender, religion, sexual orientation, age, disability, marital status, arrest record, military status, proper regard for privacy and constitutional rights as citizens, and any other legally protected categories.

THE LIBRARY MAINTAINS A TOBACCO AND SMOKE FREE ENVIRONMENT.

I hereby certify that all answers to the above questions are true and I agree and understand that any false statements contained in this application may cause rejection of this application or termination of employment.

I have read this application and understand that it is not an express or implied offer of employment nor should it be considered as an offer of employment nor does it create any rights in the nature of an employment contract. I understand this application for employment shall be considered active for a period not to exceed 60 days.

I further understand that having applied for employment with Naperville Public Library I do hereby agree and give my consent that any person, firm or organization listed herein is authorized to furnish the Library with reference material concerning my past employment.

Signature_____ **Date**_____

Naperville Public Library
Naperville's Neighborhood of Knowledge

INSTRUCTIONS FOR COMPLETING AN APPLICATION PACKET FOR EMPLOYMENT WITH NAPERVILLE PUBLIC LIBRARY

1. Fill out and return the entire application packet including resume, cover letter, names of supervisors, telephone numbers, addresses, duties performed, etc. A notation "See Resume" or "See Attached" is not acceptable. Do not include personal information, such as a picture, age, date of birth, gender, marital status, number of children, religion, medical condition, etc.

2. You may apply for up to three (3) exact job titles (i.e. Adult Services Librarian, Webmaster, Circulation Associate, etc) on one application. A job description for the job title(s) for which you are applying is available for your review.

3. Any documentation submitted with your application packet becomes the property of Naperville Public Library and cannot be returned to you. Proof of highest level of formal education, certifications, accreditations, etc. and any other information specifically requested in the job announcement must be provided at the time of application.

4. No application packet will be reviewed until AFTER the closing date for each job advertisement. Any application packet received after the closing date will not be considered for that advertised vacancy. It will, however, be kept on file for 60 days for that same job title vacancy.

5. Application packets remain active for a period of 60 days. After the 60-day period, you must complete a new application packet. We do not update or review inactive application packets.

6. An incomplete application packet or misleading information may disqualify you from consideration at any time during our selection process. Qualifications will be evaluated based on the information you provide us in your application packet. The amount of experience and education you have and the way you describe them will determine how far you advance in the recruitment process.

7. Since we may have questions about your application packet and for confidentiality, please return your completed application packet to the Human Resources Department only.