



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

**PLEASE RETURN TO THE
 HUMAN RESOURCES DEPARTMENT**

Visit our Web Page at
www.naperville-lib.org

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 at least 16 years of age?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Are you legally eligible to work in the United States?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Have you ever been convicted as an adult for a felony?	<input type="checkbox"/> Yes	<input type="checkbox"/> 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 _____	<input type="checkbox"/> Part-time <input type="checkbox"/> Full-time	Minimum salary _____ Date available _____
Location preference:	<input type="checkbox"/> Nichols Library	<input type="checkbox"/> Naper Boulevard Library
		<input type="checkbox"/> 95th St. Library
Are you able to perform the essential functions of the job for which you are applying?	<input type="checkbox"/> Yes	<input type="checkbox"/> 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?		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

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 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 MAINTAIN 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** _____

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.

APPLICANT DATA RECORD

During the application process, applicants are treated without regard to race, color, religion, gender, national origin, age, marital status, veteran status, sexual orientation, medical condition or disability, or any other legally protected status.

The purpose of this Applicant Data Record is to comply with certain record keeping, reporting, and other legal requirements. Periodic reports are made on the information provided. The completion of this Applicant Data Record is optional. If you choose to volunteer the requested information, please note that all Applicant Data Records are kept in a confidential file and are NOT a part of your application for employment or, if hired, personnel file. Your cooperation is voluntary. Inclusion or exclusion of any data will not affect any employment decision.

VOLUNTARY SURVEY

DATE _____ **NAME** _____

ADDRESS _____

CITY, STATE, ZIP CODE _____

MALE _____ **FEMALE** _____

POSITION FOR WHICH YOU ARE APPLYING _____

Please mark one of the following group categories:

_____ **HISPANIC OR LATINO** – All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin regardless of race.

_____ **WHITE (NOT HISPANIC OR LATINO)** – All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

_____ **BLACK OR AFRICAN AMERICAN** – All persons having origins in any of the black racial groups of Africa.

_____ **NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER (NOT HISPANIC OR LATINO)** – All persons having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

_____ **ASIAN (NOT HISPANIC OR LATINO)** – All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

_____ **AMERICAN INDIAN OR ALASKAN NATIVE (NOT HISPANIC OR LATINO)** – All persons having origins in any of the original peoples of North and South America (including Central America) and who maintain tribal affiliation or community attachment.

_____ **TWO OR MORE RACES (NOT HISPANIC OR LATINO)**– All persons who identify with more than one of the above five races.