

**REDDICK PUBLIC LIBRARY DISTRICT
APPLICATION FOR EMPLOYMENT**

Reddick Public Library District
1010 Canal Street
Ottawa, Illinois 61350
www.reddicklibrary.org

**For you to be considered for employment, this application must be filled out in its entirety.
Resumes are welcome but will not be accepted in lieu of a signed completed application.**

PLEASE PRINT

Position Applied For _____ Date of Application ____/____/____

Name _____
Last First Middle

Address _____
Street City State Zip Code

Telephone _____

Are you legally eligible for employment in this country? ☐ Yes ☐ No

Are you able to meet the attendance requirements of the position? ☐ Yes ☐ No

Date available for work: ____/____/____

Type of employment desired: ☐ Full-time ☐ Part-time
-Number of hours available per week: _____

How did you hear about this position? ☐ Facebook ☐ Reddick Library Website ☐ In the library
☐ RAILS website ☐ College Central website ☐ Other: _____

EDUCATION – High School, GED, College, and Graduate School

Name and Address	Course of Study	Number of Credits	Type of Degree
High School/GED			
College			
Graduate School			
Other			

Employment History- List your last 3 employers or volunteer activities, starting with the most recent

From	To	Employer	Telephone ()
Job Title		Address	
Immediate Supervisor and Title		Description of Duties	
Reason for Leaving		May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	

From	To	Employer	Telephone ()
Job Title		Address	
Immediate Supervisor and Title		Description of Duties	
Reason for Leaving		May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	

From	To	Employer	Telephone ()
Job Title		Address	
Immediate Supervisor and Title		Description of Duties	
Reason for Leaving		May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Skills and Qualifications –Please summarize any special skills and/or qualifications that relate to the position for which you are applying.

REFERENCES – List three references that we may contact regarding your qualifications.

Name	Telephone	Years Known
	Area Code ()	
	Area Code ()	
	Area Code ()	

It is understood and agreed upon that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or separation from the Employer's service if I have been employed.

I give the Employer the right to investigate all references and to secure additional information about me, if job related. I hereby release from liability the Employer and its representatives for seeking such information, and all other persons, corporations or organizations for furnishing such information.

The employer is an Equal Opportunity Employer. The Employer does not discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state or federal law.

This application is current for only 60 days. At the conclusion of this time if I have not heard from the Employer and still wish to be considered for employment it will be necessary to fill out a new application.

I understand that just as I am free to resign at any time, the Employer reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of the Employer has the authority to make any assurances to the contrary.

Signature of Applicant_____ Date____/____/____