The Hayner Public Library District

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

Name _____ **Date of Application** _____

Last *First* *Middle*

Address _____

Street *City* *State* *Zip Code*

Telephone _____ **Email Address** _____

POSITION & AVAILABILITY

Position(s) Applying For _____ **Desired Start Date** _____

Employment Type ☐ Full Time ☐ Part Time ☐ Temporary **Desired Pay** _____ ☐ per hr ☐ salary

APPLICANT BACKGROUND

Are you legally authorized to work in the United States? ☐ Yes ☐ No ☐ Other:_____

Have you ever been employed by The Hayner Public Library District? ☐ Yes ☐ No

If yes, please list the dates of employment and position(s) held: _____

Have you ever been employed by an Illinois Municipal Retirement Fund employer? ☐ Yes ☐ No

SKILLS & QUALIFICATIONS

Summarize any skills or qualifications that may qualify you as being able to perform job-related functions in the position for which you are applying.

_____

_____

_____

_____

_____

EMPLOYMENT HISTORY

Company Name		Job Title	
City, State		Dates of Employment	
Supervisor's Name		Reason for Separation	
Duties/Responsibilities			
Company Name		Job Title	
City, State		Dates of Employment	
Supervisor's Name		Reason for Separation	
Duties/Responsibilities			
Company Name		Job Title	
City, State		Dates of Employment	
Supervisor's Name		Reason for Separation	
Duties/Responsibilities			

EDUCATION, CERIFICATIONS, LICENSING, & SPECIALIZED TRAINING

Education Level	Name of Institution & Location	Areas of Focus (Major, Minor, etc.)	Degree or Diploma Obtained?
High School			☐ Yes ☐ No
College			☐ Yes ☐ No
College			☐ Yes ☐ No
College/Professional School			☐ Yes ☐ No
Trade or Other Specialty School			☐ Yes ☐ No

Certifications, Licensing, & Specialized Training	Dates Completed	Exp. Date

REFERENCES

Please provide the names and contact information of 3 people of which you have known for at least one year.

Name & Title	Contact Information *Phone Number & Email Address*	Relationship to You	Years Acquainted

APPLICANT SIGNATURE & LEGAL NOTICES

Authorization to Verify Information: I expressly authorize The Hayner Public Library District, its representatives, employees, agents, or any investigative reporting agency retained by the District to contact and obtain information from my personal and professional references, former employers, public agencies, licensing authorities, educational institutions, and other appropriate sources to verify the accuracy of information I have provided and to evaluate my qualifications and employment history. I authorize these parties to furnish such information and release them, as well as the District and its representatives, employees, and agents, from liability for providing, seeking, obtaining, or using such information in connection with the employment process, to the extent permitted by law. This authorization may include pre-employment drug and/or alcohol testing, where applicable and permitted by law, with associated expenses paid by The Hayner Public Library District.

Equal Opportunity Statement: This company provides equal employment opportunities to all employees and applicants without regard to race, color, religion, sex, national origin, age, disability, ancestry, marital status, military status, sexual orientation, or any other characteristic protected by federal, state, or local law.

If you require a reasonable accommodation to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact our Human Resources department at hr@haynerlibrary.org or 618-462-0677.

Illinois Compliance Disclosures: In accordance with the Illinois Job Opportunities for Qualified Applicants Act, this application does not request details regarding criminal history or background. Pursuant to the Illinois Equal Pay Act, applicants are requested not to provide past or current wage, salary, or compensation history anywhere on this application. Under the Illinois Employee Credit Privacy Act, credit reports are not used for screening purposes unless mandated by a lawful bona fide occupational requirement.

Employment Relationship & Application Period: I understand that this application remains active for one year from the date submitted. If I have not been contacted by the District by the end of that period and wish to remain under consideration, I must submit a new application. If hired, I understand that my employment is at will, meaning that I may resign at any time, with or without cause, and The Hayner Public Library District may terminate my employment at any time, with or without cause or prior notice, subject to applicable law. The District requests a minimum of two weeks' notice of resignation.

I understand that this application does not constitute an employment contract or agreement for any specified period or definite duration. No supervisor or representative of the District is authorized to make any assurance or agreement contrary to the at-will employment relationship unless it is in writing and signed by the Library Director.

Employment Eligibility: I understand that, if hired, I will be required to provide documentation establishing my identity and authorization to work in the United States and to complete the required Form I-9 in accordance with federal immigration law.

Certification & Authorization: I certify that all information I have provided in connection with my application for employment with The Hayner Public Library District, including this application, my resume, and any interviews or other pre-employment documents, is true, accurate, complete, and correct to the best of my knowledge. I understand that any false statement, omission, incomplete information, or misrepresentation may result in the cancellation of further consideration of my application or immediate termination of employment if hired, whenever discovered.

By signing below, I acknowledge that I have read, fully understand, and accept the statements, authorizations, and disclosures contained in this Applicant Statement, Authorization & Acknowledgment.

Applicant Signature _____ **Date** _____