



861 Broadway Street  
Hamilton, IL 62341  
217-847-2219

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### Application for Employment

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Please print or type answers, sign the back page and return to the library director at the address above.  
Please answer all questions that apply to the position desired. All answers are confidential.

Position Sought: \_\_\_\_\_ Date: \_\_\_\_\_

Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

#### EDUCATION:

	School Name/Location	Dates	Major/Minor	Degree
High School				
College				
Other Edu.				

Special Studies not included above: \_\_\_\_\_

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Do you speak or read a foreign language?: \_\_\_\_\_

Special Interests: Films \_\_\_\_\_ Reading \_\_\_\_\_ Travel \_\_\_\_\_ Discussion Groups \_\_\_\_\_

Other: \_\_\_\_\_

What experience do you have with computers: \_\_\_\_\_

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What office machinery can you operate: \_\_\_\_\_

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**WORK EXPERIENCE:**

Employer	Address	Dates	Reason for Leaving

May We Contact Your Present Employer? Yes \_\_\_\_\_ No \_\_\_\_\_

Employer Name & Number: \_\_\_\_\_

What periodicals or types of books do you read regularly? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is there anything further you would like to add about your qualifications and interests?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**REFERENCES:** (Do NOT include relatives)

Name	Address	Phone #	Years Known and Relationship

All potential employees MUST pass a background check prior to being hired.  
All employment is on an "at will" basis which allows the employment to be terminated at any time by either the employee or the Library at will, with or without cause.

I have answered all questions truthfully, to the best of my knowledge:

\_\_\_\_\_  
Signature of Applicant