



ALLERTON PUBLIC LIBRARY DISTRICT

4000 Green Apple Lane | Monticello, Illinois 61856

Phone: 217-762-4676 Fax: 217-762-2021

www.monticellolibrary.org

Application for Employment

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____

Email address _____

Position For Which You Are Applying _____

_____ Full Time _____ Part Time Availability (Earliest Date) _____

Education	School Name	City/State	# Years Completed	Diploma/Degree
High School				
College				
College				
Other				

Acquired Skills

List below any professional, craft, trade, or office skills and abilities, which relate to the position for which you are applying (example: typing speed, computer software).

Skills	Years/Rating	Skills	Years/Rating

Please continue on back

Employment History

Begin with your most recent employment and list your prior employers, including military service, temporary, and part-time jobs. Provide ALL information requested. Attach additional sheets if needed.

Employer's name and address _____

Supervisor's name, title, and phone _____

Your job title _____ # of hours per week _____

Date you began _____ Date you left _____

Final wage _____ Reason for leaving _____

Employer's name and address _____

Supervisor's name, title, and phone _____

Your job title _____ # of hours per week _____

Date you began _____ Date you left _____

Final wage _____ Reason for leaving _____

Employer's name and address _____

Supervisor's name, title, and phone _____

Your job title _____ # of hours per week _____

Date you began _____ Date you left _____

Final wage _____ Reason for leaving _____

Professional References

Name	Address	Phone

Personal References

Name	Address	Phone

Applicant's Statement

I do hereby give my consent to my references (professional and personal) to release pertinent information about my qualifications for the position for which I have applied with the Allerton Public Library District.

Signature of Applicant