



**APPLICATION FOR EMPLOYMENT**  
**Batavia Public Library District**  
**10 S. Batavia Ave., Batavia, IL 60510-2449**  
**(630) 879-1393**  
**EQUAL OPPORTUNITY EMPLOYER**

## Personal Data

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Name (last, first, middle)

Date

Address

City

State

Zip Code

Home Phone

Cell Phone

Email Address:

Are you over 16 years of age?  Yes  No

If hired, can you provide proof of authorization to work in the U.S.?

Yes

No

Position(s) applying for:

Where did you hear of this opening?

Walk-In

Website

Other

Ad

Friend/Family Member

## Education Record

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### High School:

City & State:

Did you graduate?

Yes

No

### College/University:

City & State:

Degree(s)

Years attended

### Other (Technical/Trade/Graduate School):

City & State:

Degree(s)

Years Attended

## General Information

Summarize any special skills or qualifications that you acquired through employment or other experience that are applicable to the job that you are applying for:

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Why would you like to work at the Batavia Public Library?

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## References

Give names of three persons not related to you whom you have at known at least one year

Name	City & State/Phone	Relationship (how do you know this person)	Years Acquainted

# Employment History

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Please give us employment history for the past 5 years. Begin with most recent employer. Attach another piece of paper if necessary.

<b>1. Employer</b>	Dates of Employment
<hr/>	
Address	
<hr/>	
Phone	E-mail
<hr/>	
Title/Duties	
<hr/>	
Manager's Name	
<hr/>	
Reason for Leaving	
<hr/>	

<b>2. Employer</b>	Dates of Employment
<hr/>	
Address	
<hr/>	
Phone	E-mail
<hr/>	
Title/Duties	
<hr/>	
Manager's Name	
<hr/>	
Reason for Leaving	
<hr/>	

<b>3. Employer</b>	Dates of Employment
<hr/>	
Address	
<hr/>	
Phone	E-mail
<hr/>	
Title/Duties	
<hr/>	
Manager's Name	
<hr/>	
Reason for Leaving	
<hr/>	

## Personal Data

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Have you been convicted of a felony in the last seven years? (A conviction will not necessarily bar you from employment). The applicant should not disclose any information regarding criminal arrest or conviction records that have been expunged or sealed?  Yes  No

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Explain

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Have you been employed here before?  Yes  No

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May we contact your current employer?  Yes  No

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## Applicant's Signature

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I certify that all of my answers given here are true and complete to the best of my knowledge, and that supplying false information herein shall result in immediate disqualification for consideration for employment or termination from employment, regardless of when such false information is discovered. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision; and I hereby agree to indemnify and hold harmless each and every current or prior employer in defending against any charge, complaint or suit filed with any Federal, State or local agency, or in any court of the State or Federal government for providing an accurate, factual history of employment information. I understand that neither this document nor any offer of employment from the employer constitutes an employment contract, unless a specific document to that effect is executed by the employer and employee in writing.

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Signature of Applicant

Date

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## Internal Use Only

Application Received Date: \_\_\_\_\_

Interview Date: \_\_\_\_\_

Offer Extended On: \_\_\_\_\_

Date of Hire: \_\_\_\_\_

## Voluntary Applicant Data

The Batavia Public Library is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, «Company» invites applicants to voluntarily self-identify their race/ethnicity and gender. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information will be kept confidential and will only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement.

Date: \_\_\_\_\_

Position applied for: \_\_\_\_\_

Name: \_\_\_\_\_

Referral Source:

Advertisement (print)

Employment Agency

Employee Referral

Internet (specify site) \_\_\_\_\_

Walk-In

Other (please specify) \_\_\_\_\_

### EEO Survey

Government agencies require periodic reports on the sex and ethnicity of applicants and employees. This data will be used for analysis and reporting only. Choose one race/ethnic group. Submission of information is voluntary.

Sex:  Male  Female

Race/Ethnic Group :

Hispanic or Latino

Native Hawaiian or Other  
Pacific Islander

American Indian or Alaska  
Native

White

Black or African American

Asian

Two or more races

#### Definitions

**Hispanic or Latino** – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

**White (Not Hispanic or Latino)** – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

**Black or African American (Not Hispanic or Latino)** – A person having origins in any of the black racial groups of Africa.

**Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**Asian (Not Hispanic or Latino)** – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

**American Indian or Alaska Native (Not Hispanic or Latino)** – A person 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.