

# Danville Public Library Application for Employment

**Submit Application To: Business Office**  
Danville Public Library  
319 N. Vermilion Street  
Danville, IL 61832

Telephone: (217) 477-5220      FAX: (217) 477-5230

**Instructions: Please Print or Type.** Use check (x) where appropriate. Applicant may attach resume and/or any other supporting documentation in support of this application. Please attach the completed application with any other documents; do not use binder, folder or presentation cover. Applicant's signature is required on the last page.

**Position Applying for:** \_\_\_\_\_  
(Specify Job Title or Type of Work You Are Seeking)

**Applicant's Name:** \_\_\_\_\_  
First Name                      Middle                      Last Name                      Maiden or Other Last Names

**Present Address:** \_\_\_\_\_  
# & Street                      Apt/Unit #                      City                      State                      Zip

**Telephone:** Home: (\_\_\_\_) \_\_\_\_\_      Work/Daytime: (\_\_\_\_) \_\_\_\_\_

**Birth date:** \_\_\_\_\_  
*Optional*

### EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

It is the policy of the Danville Public Library that all persons are entitled to equal employment opportunities, and therefore, the Library does not discriminate against applicants for employment because of race, religion, color, national origin, ancestry, citizenship status, age, sex, marital status, order of protection status, disability, sexual orientation, pregnancy, military status, or any other legally protected status, providing the applicant meets the qualifications and physical requirements deemed necessary to perform the job.

### CITY OF DANVILLE RESIDENCY REQUIREMENTS

City of Danville Codes require that each employee of the Library shall establish his or her principal place of residence within an area of the State of Illinois which does not exceed five (5) miles outside the corporate limits of the City. Each employee of the Library who successfully completes his or her required probationary period of employment shall have a period of six (6) months to establish residency as provided above. Failure to comply shall be cause for termination.

### DRUG FREE WORKPLACE POLICY

The Danville Public Library has adopted a Drug Free Workplace Policy which requires all employees to abide by the terms of the policy including, but not limited to, the fact that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in any Library workplace and that actions shall be taken against any employee for violation of this prohibition. This policy specifies actions the Library will take if employees in this classification violate this policy.

<input type="checkbox"/> Yes	<input type="checkbox"/> No	Do you live inside the Danville city limits or within 5 miles of the city limits?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	If you live more than 5 miles outside city limits and you were hired, would you comply with the City's residency policy which requires all city employees to live within 5 miles of city limits?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Do you understand the Library's "Drug Free Workplace" policy as summarized on page 1?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Do you hold a valid Driver's License? What State _____
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Are you presently, or have you ever been, an employee of the city of Danville?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Are there any members of your immediate family, who live in the same household, currently employed by the Danville Public Library? If yes, which department? _____ Name _____
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Have you ever been convicted of a crime? If yes, please explain. _____ _____ _____ <i>Applicant is not obligated to disclose sealed or expunged records of a conviction.</i>

**Employment Background:** Begin with current or most recent job, list your work history, including military service. Please indicate the employers that we may NOT contact by circling the job number.

1. Employer: \_\_\_\_\_ Employer Address & Phone: \_\_\_\_\_  
 Employed From: \_\_\_\_\_ To: \_\_\_\_\_ Job Duties/Job Title: \_\_\_\_\_  
 Supervisor: \_\_\_\_\_ Last Salary: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

2. Employer: \_\_\_\_\_ Employer Address & Phone: \_\_\_\_\_  
 Employed From: \_\_\_\_\_ To: \_\_\_\_\_ Job Duties/Job Title: \_\_\_\_\_  
 Supervisor: \_\_\_\_\_ Last Salary: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

3. Employer: \_\_\_\_\_ Employer Address & Phone: \_\_\_\_\_  
 Employed From: \_\_\_\_\_ To: \_\_\_\_\_ Job Duties/Job Title: \_\_\_\_\_  
 Supervisor: \_\_\_\_\_ Last Salary: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

4. Employer: \_\_\_\_\_ Employer Address & Phone: \_\_\_\_\_  
 Employed From: \_\_\_\_\_ To: \_\_\_\_\_ Job Duties/Job Title: \_\_\_\_\_  
 Supervisor: \_\_\_\_\_ Last Salary: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

5. Employer: \_\_\_\_\_ Employer Address & Phone: \_\_\_\_\_  
 Employed From: \_\_\_\_\_ To: \_\_\_\_\_ Job Duties/Job Title: \_\_\_\_\_  
 Supervisor: \_\_\_\_\_ Last Salary: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

6. Employer: \_\_\_\_\_ Employer Address & Phone: \_\_\_\_\_  
 Employed From: \_\_\_\_\_ To: \_\_\_\_\_ Job Duties/Job Title: \_\_\_\_\_  
 Supervisor: \_\_\_\_\_ Last Salary: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

12/20/2017

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**EDUCATIONAL BACKGROUND:** Complete the following chart as thoroughly as possible.

Danville Public Library requires a minimum high school diploma or GED for all positions except the Clerk I position. If hired, falsifying application information is grounds for termination.

School Or Level	Name and Address of School	Course of Study	Circle Last Year Completed	Did You Graduate	List Diploma or Degree
High School	_____		9 10 11 12	___ Yes ___ No	
Junior Community College	_____		1 2	___ Yes ___ No	
College or School	_____		1 2 3 4	___ Yes ___ No	
Graduate School	_____			___ Yes ___ No	
Technical (Specify)	_____			___ Yes ___ No	
Military	_____			___ Yes ___ No	
Other	_____			___ Yes ___ No	

**List training or experience that qualifies you for the position for which you are applying:**

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**Additional Information:** List any additional information you feel important to your application.

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**References:** Give name, address and telephone number of 3 references who **are not** related to you and **are not** previous employers. References should be people who know of your skills and abilities and who can vouch for your character. (i.e. Teachers, clergy, co-worker)

12/20/2017

1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_

In what capacity does this person know you? \_\_\_\_\_

2. Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_

In what capacity does this person know you? \_\_\_\_\_

3. Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_

In what capacity does this person know you? \_\_\_\_\_

**Attention:** Read the following statement carefully before signing application. Application must be signed.

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date.

I authorize and agree to cooperate in a thorough investigation of all statements made herein and other matters relating to my background and qualifications. I understand that any investigation conducted may include a request for employment and educational history, credit reports, consumer reports, investigative consumer reports, driving record, and criminal history. I authorize any person, school, current and former employers, consumer reporting agency, and any other organization or agency to provide information relevant to such investigation and I hereby release all persons and corporations requesting or supplying information pursuant to such investigation from all liability or responsibility to me for doing so. I understand that I have a right to make a written request within a reasonable amount of time for complete disclosure of the nature and scope of any investigation. I further authorize any physician or hospital to release any information which may be necessary to determine my ability to perform the job for which I am being considered or any future job in the event that I am hired.

I understand that I may be required to pass a drug-screening examination. I hereby consent to a pre-employment drug screen as a condition of my employment.

**I UNDERSTAND THAT THIS APPLICATION OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE A CONTRACT OF EMPLOYMENT, NOR GUARANTEE EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME. IF EMPLOYED, I UNDERSTAND THAT I HAVE BEEN HIRED AT THE WILL OF THE EMPLOYER AND MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME, WITHOUT CAUSE AND WITH OR WITHOUT NOTICE.**

Date: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_

Please check to see that you have answered all questions and that your application (including signature) is complete.