

EAST CHICAGO PUBLIC LIBRARY Employment Application

PLEASE PRINT

Applicants are considered for all positions without regards to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of non-job related medical condition or disability. ECPL is a drug free workplace and all employees will be expected to demonstrate compliance at any and all times.

Position(s) Applied For: _____

Pay Expected _____ Date of Application _____

Referral Source: Advertisement Employee Walk-in Other _____

Name _____
Last First Initial

Address _____
Street City State Zip Code

Telephone Number (____) _____ Alternative Number (____) _____

Are you legally eligible for employment in this country? Yes No

Date available for work _____ Type of employment desired Full-time Part-time
 Temporary/Summer

EMPLOYMENT HISTORY: [List your last (3) employers, assignments or volunteer activities, starting with the most recent, including military experience. Explain any gaps in employment]

Employer _____ Address of Employer _____ Job Title _____ Reason for Leaving _____	Dates Employed From _____ To _____ 	Summarize the nature of the work performed and job responsibilities _____ _____
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Skills and Qualifications: Summarize special skills and qualifications acquired from employment or other experiences that may qualify you to work at ECPL.

EDUCATIONAL BACKGROUND

Name of School	No. Years Completed	Degree/Diploma	Major or Minor

REFERENCES

List name at least three, preferably former employers/supervisors/co-workers, or in case of recent graduate, teachers or professors. List complete address and telephone number

Name	Address	Telephone Number
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		()
		()

List any languages you know: _____ Write? _____ Speak? _____
_____ Write? _____ Speak? _____

APPLICANT CERTIFICATION AND AGREEMENT

I certify that the information provided in this application is true and complete. I authorize an investigation of all statements contained in my application for employment and understand that any false or misleading statements or material omissions are cause for refusal to hire or separation of employment. I hereby authorize former and present employers, except as I have otherwise indicated in writing, as well as references and others to provide or verify information they have regarding me or my employment with them to the East Chicago Public Library (ECPL) or its representatives and release them from any liability arising from the furnishing of any employment history.

I understand that employment at ECPL is conditioned upon satisfactorily passing a criminal background check, physical examination, which includes a drug screen, and if required, the receipt of satisfactory references from former employer(s) and/or satisfactory character reference(s).

I further understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with the Library is of an "At Will" nature, which means that the employee may resign at any time and the employer may discharge the employee at any time with or without cause. It is further understood that this "At Will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by the Library Board of Directors. I further understand and acknowledge that my employment or an offer of employment establishes no guarantee or promise of set hours of work or any other obligation on the part of the Library beyond pay for actual work performed at the agreed rate.

I agree to accept and abide by the policies of the Library as may from time to time be established or amended.

I understand ECPL is a drug free workplace and all employees will be expected to demonstrate compliance at all times.

ECPL is an Equal Opportunity Employer. The Library does not discriminate in employment and no question of this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state, or federal law.

Signature of Applicant

Date