

Application for Employment

You may apply online or on paper. No phone calls. Applications are reviewed upon receipt.

If you are emailing us:

Include the position you are applying for in the Subject line and email your digital files to hr@lakeforestlibrary.org.

If you are printing and mailing your application materials, send them to:

Lake Forest Library
Attn: HR
360 E Deerpath Rd
Lake Forest IL 60045

Position and Applicant Information

Your Name

What position are you applying for?

Work Availability

Days

Evenings

Saturdays

Sundays

Street Address

City, State, Zip Code, Country

Phone

Email

How do you prefer we contact you?

Phone

Email

Do you have a valid and current
Driver's License

Yes Issuing State:

No

If employed, can you provide proof of
your legal right to work in the U.S.?

Yes

No

Position and Applicant Information

What is your highest level
of education?

Completed some High School
High School Degree
Completed some College
Technical College
Associate Degree
Bachelor's Degree
Master's Degree
Doctorate

What additional training and/or skills
do you have?

I am including my cover letter
when I email/mail my application.

Yes
No

I am including my resume
when I email/mail my application.

Yes
No

School Name

School City, State, Country

Type of School High School
 College
 Graduate School
 Professional

Start Date (Month/Year)

End Date (Month/Year)

Did you graduate? Yes
 No

Degree Earned or Units Completed

School Name

School City, State, Country

Type of School High School
 College
 Graduate School
 Professional

Start Date (Month/Year)

End Date (Month/Year)

Did you graduate? Yes
 No

Degree Earned or Units Completed

Education

School Name

School City, State, Country

Type of School
High School
College
Graduate School
Professional

Start Date (Month/Year)

End Date (Month/Year)

Did you graduate?
Yes
No

Degree Earned or Units Completed

School Name

School City, State, Country

Type of School
High School
College
Graduate School
Professional

Start Date (Month/Year)

End Date (Month/Year)

Did you graduate?
Yes
No

Degree Earned or Units Completed

Work History

EMPLOYER INFO

Employer/Company Name

Street Address

City, State, Zip Code, Country

Phone

Website

May we contact this employer?

Yes

No

Supervisor Name

Title

Phone

Email

YOUR POSITION

Position Title

Hours/Week

Did you hold a supervisory role?

Yes Number of employees supervised:

No

Start Date (Month/Year)

End Date (Month/Year)

What was your reason for leaving?

Work History

EMPLOYER INFO

Employer/Company Name

Street Address

City, State, Zip Code, Country

Phone

Website

May we contact this employer?

Yes

No

Supervisor Name

Title

Phone

Email

YOUR POSITION

Position Title

Hours/Week

Did you hold a supervisory role?

Yes Number of employees supervised:

No

Start Date (Month/Year)

End Date (Month/Year)

What was your reason for leaving?

Additional Information

Certificates and Licenses

Skills

Languages

Supplemental Information

References may be contacted prior to interviews. Current supervisor will be contacted with permission of applicant.

REFERENCE 1

Name

Title

Street address

City, State, Zip code, Country

Phone

Email

REFERENCE 2

Name

Title

Street address

City, State, Zip code, Country

Phone

Email

REFERENCE 3

Name

Title

Street address

City, State, Zip code, Country

Phone

Email

Supplementary Information

The purpose of the following questions is to obtain additional job-related information to evaluate you for the position for which you are applying or to provide us with statistics needed to evaluate our recruitment program as well as to prepare statistical reports required by Federal, State, and local agencies.

Are you 18 years of age or over? Yes
No

Have you ever been dismissed or forced to resign from any position? Yes Details of the circumstances of any discharges or forced resignations.
No

How did you learn of this position? Lake Forest Library website
RAILS website
Online ad
Which one?

College placement
Other

Acknowledgment/Authorization

I, the undersigned, certify that I have read and fully comprehend this employment application in its entirety. I acknowledge that the information provided on this application and any other application materials (and accompanying resume, transcript, if any) is true, complete, and correct to the best of my knowledge. I understand and agree that any incorrect statement, falsification, misrepresentation, or omission of any information in connection with this application, and/or other application materials, whenever or however discovered, may result in the rejection of my application for employment or, if I am hired, may result in my discharge from employment. In submitting this application, I further understand that it becomes the property of the Lake Forest Library and will not be returned to me.

I authorize a thorough investigation of me, my past employment, background, criminal history, education and activities. I further authorize my former employers to furnish their records of my service, my reasons for leaving their employ, and all other information they may have concerning me, to the Lake Forest Library. I agree to cooperate in such an investigation, and release and discharge from all liability, responsibilities, claims or damages of any kind or nature all persons or entities requesting or supplying information pursuant to such an investigation, including the Lake Forest Library, any reference or former employer from whom information is obtained, and any third party who provides information used for employment purposes. If I am hired, I further authorize the Lake Forest Library to supply my employment record, in whole or in part, without prior notice, to any prospective employer, government agency, or other party with a legal or proper interest.

I understand that the employment relationship between the Lake Forest Library and its employees is employment at will, which means that either the Lake Forest Library or the employee may end the employment relationship at any time, for any reason, without notice, warning, or cause. This also means that in the absence of a written employment agreement, which must be authorized by the Board of Trustees and signed by the Library Director, the Library and its employees shall not be bound to an employment contract or a commitment to employment for a definitive period of time.

I certify that I have read and understood the foregoing paragraphs. I understand that this is simply an application for employment and does not imply I will be employed.

Signature of Applicant

Date