



**APPLICATION FOR EMPLOYMENT**  
**Batavia Public Library District**  
**10 S. Batavia Ave., Batavia, IL 60510-2793**  
**(630) 879-1393**

**Personal Information**

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ E-Mail \_\_\_\_\_

Are you 16 years old or older? \_\_\_\_\_ Are you a U.S. Citizen? \_\_\_\_\_

**Position for which you are applying:** \_\_\_\_\_

How did you hear about the available position? \_\_\_\_\_

Date you can start \_\_\_\_\_ Salary desired \_\_\_\_\_

**Education**

Name of School/Location	Years Attended	Graduated/Degree
High School		
College		
Other		

(Please attach your résumé if applicable)

**General Information**

What are some of your special interests, skills, or knowledge that you could bring to the Library as an employee?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EMPLOYMENT RECORD** (please list the last three employers, starting with the most recent)

DATE (month/year)      Name/Address of Employer      Position      Reason for leaving

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

Name                                      Address/Phone                                      Years Acquainted

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I CERTIFY THAT THE FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT, IF EMPLOYED, FALSIFIED STATEMENTS ON THIS APPLICATION SHALL BE GROUNDS FOR DISMISSAL.

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN AND THE REFERENCES LISTED ABOVE TO GIVE YOU ANY AND ALL INFORMATION THEY MAY HAVE, RELEASE ALL PARTIES FROM ALL LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM FURNISHING SAME TO YOU.

**Date** \_\_\_\_\_ **Signature** \_\_\_\_\_

Application accepted by \_\_\_\_\_

Interviewed by \_\_\_\_\_ Date \_\_\_\_\_