



1050 Curtiss Street
Downers Grove, IL 60515
(630) 960-1200
www.dglibrary.org

**DOWNERS GROVE
PUBLIC LIBRARY**

Applying for Employment at the Downers Grove Public Library

I. Applying for Library Jobs

When a vacancy occurs it is advertised in the library, on the library website, library schools, or regional professional bulletins, as appropriate to the position.

Applications will only be accepted when there is a vacant position advertised in the library, on the library website or regional professional bulletins. Applications will not remain on file for future openings.

All new hires are conditional and subject to pre-employment testing, at the Library's expense. Employment is dependent upon satisfactory completion of the pre-employment testing, including a criminal background check.

All sections of the application must be complete in order to be considered.

2. Library Jobs

Most positions at the library are part-time positions of 12 to 25 hours per week. The library has very few seasonal positions; employees are expected to work year-round. Because the library is open evenings and weekends, most positions require some evening and weekend hours.

3. Questions

Any questions concerning employment at the Downers Grove Public Library should be directed to hiring manager listed in the job ad.



1050 Curtiss Street
 Downers Grove, IL 60515
 (630) 960-1200
 www.dglibrary.org

**DOWNERS GROVE
 PUBLIC LIBRARY**

Employment Application

Date: _____

I. General Information

Name: _____ Telephone: _____

Email address: _____ Cell phone: _____

Address: _____ City: _____ Zip: _____

What position are you applying for? _____

Where did you hear about the position? _____

If employed, can you provide proof of authorization to work in the U.S.? Yes No

Are you under age 16? Yes No

Please list all hours of availability. (indicate below)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

2. Education

School	Name of School	Major	Degree Earned
High	_____	_____	_____
College	_____	_____	_____
Other	_____	_____	_____

3. Work Experience

Firm	Position Held	Dates	Duties
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please turn over, application continued on back.

4. Special Skills and Experience

Describe your computer skills. _____

What other skills or experiences do you have that might be relevant to the position sought or to library work in general?

List volunteer work and professional, civic, or personal interest groups in which you have been active. (You are not required to include any group that might indicate race, religion, sex, age, or national origin):

5. References that we can contact, work references preferred. Please include current contacts.

<i>Name</i>	<i>Address</i>	<i>Telephone</i>	<i>Relationship</i>
_____	_____	_____	_____
_____	_____	_____	_____

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 document to that effect is executed by the employer and employee in writing.

Signature _____ Date _____

Equal Employment Opportunity

We are an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.