

Mattoon Public Library

Application for Employment



Thank you for your interest in employment with Mattoon Public Library.
 Please ensure all applicable sections are completed.
 Applications may be emailed to info@mattoonlibrary.org or returned to the front circulation desk.

Personal Information

Name:	Last:	First:	MI:
Address:	Street:	City:	State: Zip:
Phone Numbers:	Home:	Cell:	Work:
Email:			

Work Specifics

Position applying for:	Date available to start working:
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Hours Available To Work:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
AM:							
PM:							

Education

School	Name of School:	Major Studies:	Degree Earned:	Years Completed:
High School				
College				
Trade School				
Other Certificates or Licenses:				

Employment History

List most recent employment first:

Employer:	Supervisor:
Address:	Phone:
Job Title:	
Dates of employment: From: To:	
Describe your responsibilities:	

Employer:	Supervisor:
Address:	Phone:

Job Title:
Dates of employment: From: _____ To: _____
Describe your responsibilities:

Employer:	Supervisor:
Address:	Phone:
Job Title:	
Dates of employment: From: _____ To: _____	
Describe your responsibilities:	

Professional References:		
Name:	Relationship:	Years Known:
Phone Number:	Email:	
Name:	Relationship:	Years Known:
Phone Number:	Email:	

Conditions of Employment Statement

As certified on the Employment Application, I declare that my answers to the questions are true, and give Mattoon Public Library the right to investigate all information given. In accordance with the law and my understanding of this statement, I authorize my current and former employers to give any information regarding my employment.

I understand the completion of this application does not assure me of a position with the Mattoon Public Library. I understand that Mattoon Public Library has the right to terminate employment at any time during probationary period with or without cause and with or without notice.

Signature: _____ Date: _____

The Mattoon Public Library is an Equal Opportunity Employer. The Mattoon Public Library does not discriminate against any employee or applicant for employment.