

**DeKalb Public Library**  
**309 Oak Street**  
**DeKalb, IL 60115**  
**(815) 756-9568**



The DeKalb Public Library keeps applications on file for one year.

## Applicant Information

Last Name		First	M.I.	Date
Street Address			Apartment/Unit #	
City		State	ZIP	
Phone		E-mail Address		
Date Available		Position Applied For		

## Check areas of interest

- |                                      |   |
|--------------------------------------|---|
| <input type="checkbox"/> Shelving    | <input type="checkbox"/> Reference      |
| <input type="checkbox"/> Circulation | <input type="checkbox"/> Administration |
| <input type="checkbox"/> IT/Tech     | <input type="checkbox"/> Maintenance    |

## Availability

- |                                     |                                   |
|-------------------------------------|-----------------------------------|
| <input type="checkbox"/> Mornings   | <input type="checkbox"/> Weekdays |
| <input type="checkbox"/> Afternoons | <input type="checkbox"/> Weekends |
| <input type="checkbox"/> Evenings   |                                   |

## Education

High School		Address			
From	To	Did you graduate?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Degree
College		Address			
From	To	Did you graduate?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Degree
Other		Address			
From	To	Did you graduate?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Degree

## References

<i>Please list three professional references</i>	
Full Name	Relationship
Company	Phone (    )
Address	
Full Name	Relationship
Company	Phone (    )
Address	
Full Name	Relationship
Company	Phone (    )
Address	

## Previous Employment

Company		Phone (    )
Address		Supervisor
Job Title		
Responsibilities		
From	To	Reason for leaving
May we contact your previous supervisor for a reference? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Company		Phone (    )
Address		Supervisor
Job Title		
Responsibilities		
From	To	Reason for leaving
May we contact your previous supervisor for a reference? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Company		Phone (    )
Address		Supervisor
Job Title		
Responsibilities		
From	To	Reason for leaving
May we contact your previous supervisor for a reference? Yes <input type="checkbox"/> No <input type="checkbox"/>		

## Equal Opportunity Employment

DKPL will provide equal opportunity to all employees and applicants for employment regardless of race, color, religion, age, sex, pregnancy, national origin, ancestry, disability (mental or physical), military status, marital status, order of protection status, genetic information, citizenship, parental status, sexual orientation, transgender status, or any other category protected by law. Such action shall include, but is not limited to: initial consideration for employment; job placement and assignment of responsibilities; performance evaluation; promotion and advancement; compensation and fringe benefits; training and professional development opportunities; formulation and application of human resource policies and rules; facility and service accessibility; and discipline and termination.

Any employee who believes this policy has been violated should report the situation to his or her direct supervisor or to the Director. All such matters will be thoroughly investigated and rectified if a policy violation is identified. Please refer to the Sexual and Other Forms of Harassment Policy for more detailed information regarding DKPL's investigative procedures.

DKPL strongly encourages the use of this policy if necessary and assures its employees that they need fear no reprisals for bringing forth a good faith claim, regardless of the results of any investigation.

## Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature	Date
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