



Vespasian Warner  
Public Library

310 N. Quincy St. Clinton, IL 61727  
(217) 935-5174 phone (217) 935-4425 fax

**Application for Employment**

Print Name: \_\_\_\_\_  
Last
First
MI

Present Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email \_\_\_\_\_

What times are you available to work? Library Hours: Mon-Thu 9am-7pm, Fri 9am-4pm, Sat 9am-1pm

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Do you have any special skills? \_\_\_\_\_

Do you have computer experience? \_\_\_\_\_ If so, how much? \_\_\_\_\_

Worked with Word? \_\_\_\_\_ Excel? \_\_\_\_\_ PowerPoint? \_\_\_\_\_ Other? \_\_\_\_\_

Have you trained others? If so, state nature of training. \_\_\_\_\_

**Employment Record (last two employers)**

Starting Date	Ending Date	Name of Employer	Your Occupation	Reason for Leaving

**Educational Record (use back if more space is needed)**

School	Location	Years Attended	Degree Earned	Course of Study

**References (Give three references – NO RELATIVES)**

Name	Relationship	Address	Phone Number

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