



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 _____