



Application for Employment

We are pleased that you are interested in employment and career opportunities with the Centerville – Center Township Public Library. We will give your application every consideration, however, in accepting this application, we make no commitment of employment to the submission of the applicant. Falsification or misrepresentation of any information on this application will result in immediate disqualification or termination of employment with no exceptions or appeal.

Centerville – Center Township Public Library is an Equal Opportunity Employer and does not discriminate or make its decisions based on race, creed, gender, age, marital status, political affiliation, disability, or sexual orientation. No question on this application will be used for the purpose of limiting or excluding any application from consideration for employment in accordance with local, state, or federal law.

Please type or print in ink

All applicable fields are required for consideration

Type of Employment desired
 (check which boxes apply)

- Full-time
 - Part-time

- Seasonal
 - Temporary

Name: (last) _____ (first) _____ (middle initial) _____

Address: (street) _____

(city) _____ (state) _____ (zip) _____

Telephone Number: (_____) _____ - _____

Email: _____

Position applied for: _____

Referral source: Advertisement Current Employee Internet
 Community Posting Employment Agency School Other

Name the source of the referral (if applicable) _____

Employment Availability: Days Evenings Saturday

Please List the hours, days, or shifts you cannot work: _____

Hourly pay rate desired: \$ _____ Earliest date available for work: _____

Have you filed an application here before? Yes No If Yes, what date? _____

Have you been employed here before? Yes No

If Yes, please give the date range _____ to _____

Are you legally eligible for employment in the United States? Yes No

(Proof of U.S. Citizenship or immigration status will be required upon employment)

Have you ever been convicted of any crime(s) or misdemeanor(s)? Yes No

If yes, please describe the nature of the incident(s). Please be concise and give

dates: _____

Employment History

Please list all positions held for the past 10 years. Start with the most recent.

Employer: _____ Job Title: _____

Telephone of Employer or Supervisor: (_____) _____ - _____

Name and Title of Employer or Supervisor _____

Dates Employed: From ____/____/____ To ____/____/____

Hourly Rate/Salary: Starting \$ _____ Final \$ _____

Reason for Leaving _____

Summarize the nature of the work performed and Job Responsibilities. Be Concise.

Employer: _____ Job Title: _____

Telephone of Employer or Supervisor: (_____) _____ - _____

Name and Title of Employer or Supervisor _____

Dates Employed: From ____/____/____ To ____/____/____

Hourly Rate/Salary: Starting \$ _____ Final \$ _____

Reason for Leaving _____

Summarize the nature of the work performed and Job Responsibilities. Be Concise.

Employer: _____ Job Title: _____
Telephone of Employer or Supervisor: (____) _____ - _____
Name and Title of Employer or Supervisor _____
Dates Employed: From ____/____/____ To ____/____/____
Hourly Rate/Salary: Starting \$ _____ Final \$ _____
Reason for Leaving _____
Summarize the nature of the work performed and Job Responsibilities. Be Concise.

Employer: _____ Job Title: _____
Telephone of Employer or Supervisor: (____) _____ - _____
Name and Title of Employer or Supervisor _____
Dates Employed: From ____/____/____ To ____/____/____
Hourly Rate/Salary: Starting \$ _____ Final \$ _____
Reason for Leaving _____
Summarize the nature of the work performed and Job Responsibilities. Be Concise.

Please list any technical skills or abilities that might aid you in the position you are applying for:

Please list all volunteer, community, and/or school activities that you are currently or have been involved with:

Educational Background

High School or Equivalent:
Name _____
Location/Address _____
Studies Pursued _____ Did you graduate? Yes No

College or Vocational:

Name _____

Location/Address _____

Focus of Study _____

Did you graduate? Yes No If Yes, Certificate or Degree obtained _____

Graduate/Professional School:

Name _____

Location/Address _____

Focus of Study _____

Did you graduate? Yes No If Yes, Certificate or Degree obtained _____

References

List three business/work reference who are not related to the applicant and are not former supervisors:

Name _____ Years Known _____

Phone (____) _____ - _____ Email _____

Relationship _____ Best method of Contact _____

Name _____ Years Known _____

Phone (____) _____ - _____ Email _____

Relationship _____ Best method of Contact _____

Name _____ Years Known _____

Phone (____) _____ - _____ Email _____

Relationship _____ Best method of Contact _____

Is there any additional information you believe might be important for us to know while we consider your application for employment?

For Internal Use Only

Date Received: _____

Initials of Recipient _____

Centerville – Center Township Public Library Employment Application

I certify that all information I have provided in order to apply for and secure work with Centerville – Center Township Public Library is true, complete, and correct. I understand and agree that any information provided by me that is found to be false, incomplete, or misrepresented in any respect will be sufficient cause for the disqualification of this application and/or termination from Centerville – Center Township Public Library if I have been employed. Furthermore, I understand that just as I am free to resign at any time, Centerville – Center Township Public Library reserves the right to terminate my employment at any time, with or without reason or cause and without prior notice. I understand that no representative of Centerville – Center Township Public Library has the authority to make assurances to the contrary.

I expressly authorize, without reservation, Centerville – Center Township Public Library, its representatives, employees, or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities, and educational institutions to verify the accuracy of all information provided by me in this application, resume, or job interview including, but not limited to, my performance, character, reputation, and previous employment record. I hereby release from liability Centerville – Center Township Public Library, its representative, employees, or agents for seeking, gathering, and using such information in the employment process and all other persons, organizations, and corporation for furnishing such information about me.

I authorize Centerville – Center Township Public Library to make any pre-employment investigation of my personal history, driving record, financial, criminal history and sexual offender registries through any investigative or credit agencies or bureaus of their choice. I hereby release Centerville – Center Township Public Library and its representatives and all other persons, agencies, and bureaus from any liability or damages for having requested for furnished such information.

Centerville – Center Township Public Library is an equal Opportunity Employer and does not discriminate in employment. No question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law.

I understand that this application remains current for only 90 days. At the conclusion of that time, if I have not heard from Centerville – Center Township Public Library and still wish to be considered for employment, it will be necessary to reapply and complete a new application.

Signature of Applicant

Date

Additional comments or a resume by the applicant may be attached if desired.