

Loudonville Public Library Application for Employment

Applicants may request reasonable accommodation in the application/interview process.

PLEASE PRINT

NAME:	_____	_____	_____
	LAST	FIRST	MIDDLE
ADDRESS:	_____	_____	_____
	STREET	CITY	STATE ZIP CODE
TELEPHONE:	_____	SOCIAL SECURITY NUMBER:	_____
APPLICATION DATE:	_____	Veteran: Yes___ No___	Branch Of Service_____
Are you legally permitted to work in the United States?	Yes___ No___		

Personal Data

Position(s) desired: _____ Full Time___ Part Time___

Date available to start: _____

Have you previously applied for a job at the Loudonville Public Library? Yes___ No___ When: _____

Have you ever been employed by the Loudonville Public Library? Yes___ No___ When: _____

Reason for leaving: _____

Are you related to anyone employed by the Loudonville Public Library? Yes___ No___

State name and relationship: _____

Do you have any time commitments that might interfere with your employment? Yes___ No___

If yes, please explain: _____

Have you ever been dismissed from or asked to resign from any employment position? Yes___ No___

If yes, please explain: _____

If you are applying for a position that requires a driver's license to perform the essential duties of the job, please answer the following.

Do you have a valid Ohio driver's license? Yes___ No___
Has your driver's license been suspended or revoked within the last three (3) years? Yes___ No___
Have you had any traffic violations in the past three (3) years? Yes___ No___

If yes, please list:

<u>OFFENSE</u>	<u>APPROXIMATE DATE/YEAR</u>
_____	_____
_____	_____
_____	_____

If employed, why do you wish to leave your present employer?

May we contact your present employer for a reference? Yes___ No___

Describe briefly the type of work you are best qualified to do by reason of background, education, previous employment or training, and why you feel qualified for the position(s) for which you are applying:

List of professional organization memberships and offices held, excluding those that would indicate race, color, religion, sex, age, national origin, political affiliation, disability and/or ancestry:

Educational Data

Name of school or college	Location City/State	Degree/Major/ Subject	Scholastic Average	Did you Graduate?
High School				
College or University				
Other schools attended				
Other (Specify)				

Employment Data

List all previous employment for the last ten (10) years in chronological order – last position first – including U.S. Military

Attach additional pages or resume if desired.

Employer: _____ Telephone: _____

Address: _____ Salary: _____

Dates Employed From: _____ To: _____ Position Held: _____

Supervisor: _____ Reason For Leaving: _____

Employer: _____ Telephone: _____

Address: _____ Salary: _____

Dates Employed From: _____ To: _____ Position Held: _____

Supervisor: _____ Reason For Leaving: _____

Employer: _____ Telephone: _____

Address: _____ Salary: _____

Dates Employed From: _____ To: _____ Position Held: _____

Supervisor: _____ Reason For Leaving: _____

PERSONAL REFERENCES OTHER THAN FORMER EMPLOYERS AND RELATIVES

Name	Address and Telephone	Occupation
1.		
2.		
3.		

Applicants for employment with the Loudonville Public Library are evaluated and selected on the basis of individual ability with respect to the position being filled. Applicants are selected and hired without consideration of race, color, religion, sex, age, national origin, political affiliation, disability or ancestry.

Certification

I certify that all information contained in this application is true, complete and correct to the best of my knowledge. I understand that any material omission, misrepresentation or falsification of this information is grounds for dismissal from or refusal of employment. I hereby authorize the investigation of all statements contained in this application and give permission to contact all or any of my previous employers, references and/or schools for information unless otherwise noted in this document. I also give my consent to contact the Bureau of Motor Vehicles for a Moving Vehicle Violation Report if such information is required to perform the duties of the position. I indemnify and hold harmless all persons either providing or receiving information, verbal or written, pursuant to this application.

Applicant's signature

Date

Loudonville, Ohio 44842
Loudonville Public Library
Equal Employment Opportunity

The Ohio Fair Employment Practice Law and Title VII of the Civil Rights Act prohibit employment practices that discriminate based on race, color, religion, sex, age, national origin, qualifying disability, or ancestry.

Ohio Administrative Code 4112-5-04 requires Loudonville Public Library to record and report the information listed below. Please help us comply by providing the answers to the following questions.

This Equal Employment Opportunity Form will be kept in a CONFIDENTIAL FILE separate from the Application for Employment. It will not be used to determine employment eligibility.

Position Applied For: _____

Race/Ethnic Group: American Indian/Alaskan Native
 Asian/Pacific Islander
 Hispanic/Mexican
 African American
 Caucasian
 Other _____

Sex: Female
 Male

Vietnam Era Veteran Yes
 No

Disabled Veteran Yes
 No

Qualifying Disability Yes
 No

Referred by: Job Posting Newspaper: _____
 Friend Other (please specify): _____
 Walk-in Journal: _____

Thank you for completing this form.

This information will be utilized for equal employment opportunity reporting only.