

APPLICATION FOR EMPLOYMENT

CLYDE PUBLIC LIBRARY

222 West Buckeye St., Clyde, OH 43410 419-547-7174 www.clydelibrary.org

The Clyde Public Library complies with all applicable state and federal laws governing nondiscrimination in employment. We are an Equal Opportunity Employer.

Date: _____ Applications will be kept on file for 6 months.

POSITION APPLYING FOR: _____

APPLICANT INFORMATION

Name (Last, First, MI) _____

Address _____

Phone (Home) _____ (Cell) _____ Email _____

Are you 18 years or older? ____ Yes ____ No If no, provide birthdate: _____

Are you legally eligible for employment in the U.S.? ____ Yes ____ No

Date you can start employment: _____ Salary/hourly pay expected: _____

Will you work evenings/weekends? ____ Yes ____ No

Are you seeking: ____ full-time ____ part-time

EDUCATION

School	City/State	Major	Degree	Graduate? Yes/No
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High School: _____

Technical: _____

College: _____

Other: _____

RELATED SKILLS What additional training, skills, or experiences do you have that are related to the position for which you are applying? _____

EMPLOYMENT Please give complete information and begin with your most recent employer.

Name of employer _____ Phone _____

Address _____

Dates of employment: From (mo./yr.) _____ To (mo./yr.) _____ Current/final rate _____

Job title and duties: _____

Name and title of supervisor: _____

Supervisor's email or work phone: _____

If still employed, will contact jeopardize applicant's position? ____ Yes ____ No

Exact reason for leaving: _____

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Name of employer _____ Phone _____

Address _____

Dates of employment: From (mo./yr.) _____ To (mo./yr.) _____ Current/final rate _____

Job title and duties: _____

Name and title of supervisor: _____

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Job title and duties: _____

Name and title of supervisor: _____

Supervisor's email or work phone: _____

Exact reason for leaving: _____

REFERENCES Please list 3 persons who have direct knowledge of your work or education. Family and personal friends are not considered appropriate references unless applicant is working or has worked for the individual.

Name _____ Phone _____

Address _____ Email _____

Employer _____ Job Title _____

Known in what capacity? _____

Known for how long? _____

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Name _____ Phone _____

Address _____ Email _____

Employer _____ Job Title _____

Known in what capacity? _____

Known for how long? _____

.....

Name _____ Phone _____

Address _____ Email _____

Employer _____ Job Title _____

Known in what capacity? _____

Known for how long? _____

IT IS IMPORTANT THAT YOU KNOW:

1. Clyde Public Library will keep this application on file for 6 months.
2. Not all applicants are called for a job interview. Only those who follow instructions for filling out the application form, submit all required documents, and who meet the posted job qualifications may be contacted. A series of skill tests may be administered during the interview process, dependent on the position.
3. The Clyde Public Library job application is not a contract or offer of employment.
4. A detailed work reference check will be conducted prior to extending a job offer. A criminal background check may be conducted following a candidate's acceptance of a job offer. A credit check may also be necessary for certain positions. Results of background checks may affect employment status.
5. Clyde Public Library is an Equal Opportunity Employer and complies with all applicable state and federal laws governing nondiscrimination in employment.
6. Clyde Public Library is a drug-free workplace.

Certification and Authorization

Please read each statement in this agreement carefully before signing.

I certify that all information contained in my application (and resume, if applicable) is true and complete and acknowledge that Clyde Public Library is relying on the accuracy of the information provided.

I authorize Clyde Public Library to verify the accuracy of the information provided herein, and I authorize former employers, educational institutions, and credit agencies to release information concerning me to Clyde Public Library. I understand that falsification, misrepresentation, or omission of requested facts may result in denial of employment or, if employed, may result in immediate dismissal. I also authorize Clyde Public Library to give references and provide information about me in response to inquiries subsequent to my employment, if hired.

I understand and agree that, if hired, my employment will be for no definite period and may be terminated at any time without any previous notice and with or without any reason, at the will of either myself or Clyde Public Library. I also understand and agree that no one has the authority to promise me job security or continued employment and that the terms and conditions of my employment could be changed at any time. I agree to take any required medical, drug, or chemical test before or during employment with Clyde Public Library. Clyde Public Library reserves the right to change employee compensation at any time.

Signature of applicant

Date