Rodman PUBLIC LIBRARY

Employment Application

Rodman Public Library is an Equal Employment Opportunity Employer. The information requested is needed to help us assess your employment interests and qualifications and to enable us to contact you. No other use of this information will be made without your permission.

(PLEASE PRINT CLEARLY IN INK) DATE: _____

PERSONAL INFORMATION:

Name: _____
Last First Middle Initial

Address: _____ City: _____

State: _____ Zip Code: _____ Telephone: _____

Email Address: _____

Are you at least 18 years of age? Yes☐ No☐ Do you have a valid driver's license? Yes☐ No☐

Are you legally authorized to work in the U.S.? Yes☐ No☐

Are you related to any current Rodman Public Library staff or trustees? Yes☐ No☐

If yes, please list the name of the staff or trustee and your relationship to that person:

_____

GENERAL INFORMATION:

The Library is open a wide variety of hours in order to best serve the public. Therefore, employees are expected to work at various times of the day and week, including evenings and weekends. Please indicate your hours of availability in the chart below. Keep in mind that the more flexible you are regarding your availability, the better your chances of being contacted for an interview. Select all that apply:

	Mornings	Afternoons	Evenings
Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			

CURRENT AND PAST EMPLOYERS (LAST 3 POSITIONS HELD INCLUDING CURRENT EMPLOYMENT, IF ANY):

Name of Employer: _____

Address: _____ City: _____

State: _____ Zip Code: _____ Telephone: _____

Job Title: _____ Supervisor's Name: _____

Duties: _____

Dates of Employment- From: _____ To: _____ Final Rate of Pay: _____

Reason for Leaving: _____

_____

May the Library contact this employer? _____

Name of Employer: _____

Address: _____ City: _____

State: _____ Zip Code: _____ Telephone: _____

Job Title: _____ Supervisor's Name: _____

Duties: _____

Dates of Employment- From: _____ To: _____ Final Rate of Pay: _____

Reason for Leaving: _____

_____

May the Library contact this employer? _____

Name of Employer: _____

Address: _____ City: _____

State: _____ Zip Code: _____ Telephone: _____

Job Title: _____ Supervisor's Name: _____

Duties: _____

Dates of Employment- From: _____ To: _____ Final Rate of Pay: _____

Reason for Leaving: _____

_____

May the Library contact this employer? _____

Please list any skills, achievements, qualifications, or volunteer activities, which you think would make you a good candidate for this position. (This is your opportunity to set yourself apart from other applicants.):

_____

_____

_____

_____

Have you ever been discharged or asked to resign from a job? Yes ☐ No ☐ If yes, please explain the conditions or circumstances:

_____

_____

This employment application does not seek information regarding the applicant's criminal record. However, Rodman Public Library reserves the right to make inquiry into the applicant's criminal record, to conduct a criminal background check and to condition any offer of employment on the information obtained from any such inquiry or background check. In evaluating an applicant's criminal record, the Library shall make an individualized assessment, utilizing the factors permitted by applicable law.

REFERENCES:

Give the names of three (3) persons who are **not** family members, whom you have known at least one year.

Name: _____

Address: _____ City: _____

State: _____ Zip Code: _____ Telephone: _____

Occupation: _____ Relationship to you: _____

Name: _____

Address: _____ City: _____

State: _____ Zip Code: _____ Telephone: _____

Occupation: _____ Relationship to you: _____

Name: _____

Address: _____ City: _____

State: _____ Zip Code: _____ Telephone: _____

Occupation: _____ Relationship to you: _____

EDUCATION:

Training	Name of Institution	Location (City & State)	Degree Received (Yes or No)	Major/Area of Study	GPA
High School					
College					
Graduate/ Professional					
Other					

APPLICANT'S STATEMENT OF UNDERSTANDING AND AUTHORIZATION

I understand that acceptance of my application for employment does not commit Rodman Public Library ("The Library") in any way to hire me; and that nothing in my application, or in any other communication or document, creates or implies a contract or promise of employment requiring that I be hired or retained by the library in any position for any period of time.

My signature below authorizes the Library to contact any agency, company, or individual it deems appropriate to investigate my employment history, character, and qualifications; and authorizes release of information in connection with my application for employment. This investigation may include, but not be limited to, such information as criminal or civil conviction, driving records, previous employers and educational sources.

I hereby affirm that there are no willful misrepresentations, omissions, or falsifications in the foregoing statements, answers to questions, and any attachments hereto. I am aware that should an investigation disclose any misrepresentation, omission, or falsification, I may be disqualified; or, if I have already been hired, my employment may be terminated.

In the event that I am employed by the Library, I agree to comply with all of its orders, rules, and regulations and understand that employment with the Library automatically includes membership in the OPERS (Ohio Public Employees Retirement System) as provided under the Ohio Revised Code. I understand that my employment is "at-will" and may be terminated by myself or by the library at any time for any reason at all, with or without prior notice.

_____ _____

Applicant's Signature Date