

Application for Employment

Today's Date:



Month Day Year

I. Personal Information

Applicant Name *

First Name Last Name

Address *

Street Address

Street Address Line 2

City State

Zip Code

Phone Number *

Area Code

Phone Number

Email *

example@example.com

Have you previously worked for the North Canton Public Library? *

YES

NO

If yes, under what name? Reason for leaving? *

Are you related by birth, marriage, or law to anyone currently employed by the Library or on the Library Board? *

YES

NO

If yes, who? Relationship?

Are you at least 16 years of age? *

YES

NO

Are you legally permitted to work in the United States? *

YES

NO

Do you have a valid Ohio drivers' license? *

YES

NO

II. Type of Work Desired

Position Title for Which You Are Applying: *

Hours of Work (Please Check All That Apply): *

Full-time

Part-time

Normal library scheduling requires employees to work some evenings and weekends. Are there hours or days you would be unable or unwilling to work? *

YES

NO

If yes, please specify below:

If your application is considered favorably, what date would you be available to start work? *

Have you ever been discharged or asked to resign from a position? *

YES

NO

If yes, please explain: *

Have you ever worked in a library, either public or academic? *

YES

NO

If yes, please provide us with your job description and typical duties.

III. Education and Training

High School

School Name:

Diploma Received?

YES

NO

Date of Graduation:

Address of Institution

Street Address

City

State

Zip Code

Trade or Vocational School

School Name:

Date of Graduation:

Degree/Certification Earned and Area of Study:

Trade or Vocational School (cont'd)

Address of Institution

Street Address

City State

Zip Code

College:

School Name:

Date of Graduation:

Degree Earned and Area of Study:

Address of Institution

Street Address

City State

Zip Code

Graduate School:

School Name:

Date of Graduation:

Graduate School (cont'd)

School Name:

Date of Graduation:

Degree Earned and Area of Study:

Address of Institution

Street Address

City

State

Zip Code

Other Skills:

Familiar with the Following Technology (Please Check All That Apply):

Microsoft Office Programs (Word, Excel, PowerPoint, etc.)

eBooks, digital audiobooks, streaming services

Desktop, laptop, or tablet computers

Do you have experience working with the public and/or children?

YES

NO

If yes, please explain:

List any skills/interests that would be applicable to the position for which you're applying:

IV. Work History

Please list information about current and past employers in consecutive order, with present or last employer listed first.

Place of Employment:

Dates Worked (from MM/YY to MM/YY)

Job Title and Salary:

Major Duties:

Supervisor Name:

Supervisor Email:

example@example.com

Supervisor Phone:

Area Code

Phone Number

Reason for leaving:

May we contact this employer?

YES

NO

Work History (cont'd):

Place of Employment:

Dates Worked (MM/YY to MM/YY):

Job Title and Salary:

Major Duties:

Supervisor Name:

Supervisor Email

Supervisor Phone:

example@example.com

Area Code

Phone Number

Reason for Leaving:

May we contact this employer?

YES

NO

Place of Employment:

Dates Worked (MM/YY to MM/YY):

Work History (cont'd):

Job Title and Salary:

Major Duties:

Supervisor Name:

Supervisor Email:

example@example.com

Supervisor Phone:

Area Code

Phone Number

Reason for Leaving:

May we contact this employer?

YES

NO

References

(Business and Professional References Only, Please)

Name

Phone Number

First Name

Last Name

Area Code

Phone Number

Email

Capacity by which this reference knows you:

example@example.com

References (cont'd):

Name

Phone Number

First Name

Last Name

Area Code

Phone Number

Email

Capacity by which this reference knows you:

example@example.com

Name

Phone Number

First Name

Last Name

Area Code

Phone Number

Email

Capacity by which this reference knows you:

example@example.com

The North Canton Public Library is an equal opportunity employer. Applicants for employment are evaluated and selected on the basis of individual merit and ability with respect to the position being filled.

This employment application does not seek information regarding the applicant's criminal record. However, the 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.

Applicant's Waiver:

- *I certify that all information contained in this application and any attached document 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 further certify that I am physically able to perform the essential functions of the position for which I am applying, with or without accommodation, and that I have adequate transportation available to work any assigned schedule.*

Signature



I authorize present and former employers, as well as individuals I have listed as references, to furnish information about my employment record or any other information pertaining to my qualifications for employment, hereby releasing them from any and all liability for damages arising from furnishing the requested information.

Signature

Revised 10/2020.