



# Loudonville Public Library

## Application for Employment

Applicants may request reasonable accommodation in the application/interview process. Applications are only accepted while a position is open and will be retained six (6) months. **Please print and write legibly.** Illegible applications will not be considered. Please inquire if position applied for requires a resume. A resume does not replace this application.

Name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Street City State ZIP Code

Phone: \_\_\_\_\_  Mobile  Home  Work \_\_\_\_\_  Mobile  Home  Work  
Preferred Alternate

Email: \_\_\_\_\_  Personal  Work \_\_\_\_\_  Personal  Work  
Preferred Alternate

Date: \_\_\_\_\_ Veteran:  Yes  No Branch of Service: \_\_\_\_\_

Are you legally permitted to work in the United States?  Yes  No

### General Information

Position(s) desired: \_\_\_\_\_  Full-Time  Part-Time

Date available to start: \_\_\_\_\_

Have you ever 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(s) and relationship(s): \_\_\_\_\_

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, do you have a valid Ohio driver's license in good standing?  Yes  No

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

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May we contact your present employer for a reference?  Yes  No

Do you have any previous experience working in a library setting?  Yes  No

Please list/describe any classes taken, certifications earned, training, previous employment situations, or other educational experiences which make you especially qualified for the position you are applying for.

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

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### Educational Data

	Institution Name	City & State	Degree/Major	GPA	Graduate?
High School					<input type="checkbox"/> Yes <input type="checkbox"/> No
College/ University					<input type="checkbox"/> Yes <input type="checkbox"/> No
Graduate School					<input type="checkbox"/> Yes <input type="checkbox"/> No
Additional Institution					<input type="checkbox"/> Yes <input type="checkbox"/> No
Additional Institution					<input type="checkbox"/> Yes <input type="checkbox"/> No

## Employment Data

List all previous employment for the **last ten (10) years** in chronological reverse order (last position first) including U.S. Military service. You may attach additional pages if necessary. **If you will be including a resume with this application, it does not replace completion of this section.**

Employer: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_ Wage/Salary: \_\_\_\_\_  
Dates Employed From: \_\_\_\_\_ To: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Position(s) Held: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
\_\_\_\_\_

Employer: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_ Wage/Salary: \_\_\_\_\_  
Dates Employed From: \_\_\_\_\_ To: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Position(s) Held: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
\_\_\_\_\_

Employer: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_ Wage/Salary: \_\_\_\_\_  
Dates Employed From: \_\_\_\_\_ To: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Position(s) Held: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
\_\_\_\_\_

Employer: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_ Wage/Salary: \_\_\_\_\_  
Dates Employed From: \_\_\_\_\_ To: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Position(s) Held: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
\_\_\_\_\_

## Personal References Other Than Former Employers and Relatives

Name	Address	Phone	Occupation

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.

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Applicant's signature

Date

## 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 allows Loudonville Public Library to record and report the information listed below for the purposes of preventing employment discrimination and compliance with government programs which require it. Please help us comply by providing the answers to the following questions.

This Equal Employment Opportunity Form will be stored separate from the Application for Employment. It will not be used to determine employment eligibility. As the library is a public entity, this document is a public record and as such is available for public view. However, your privacy is maintained by keeping the form anonymous. Please take care to ensure that this page can be separated from the application. **If an application is submitted which cannot be separated from this page, the application cannot be accepted.**

Position Applied For: \_\_\_\_\_

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

Sex:  Male  Female

Vietnam Era Veteran:  Yes  No

Disabled Veteran:  Yes  No

Qualifying Disability:  Yes  No

Referred by:  Job Posting  
 Friend  
 Walk-In  
 Newspaper  
 Library Website  
 Other online source  
 Other \_\_\_\_\_

Thank you for completing this form.

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

