



APPLICATION FOR EMPLOYMENT

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

When filling out this application for employment form, it is important that you know:

1. Applications are accepted only for open positions.
2. Not all job applicants are called for interviews. Only those who follow instructions for filling out the written job applications completely, who meet all the job qualifications, and who are among the best potential candidates for any position are contacted.
3. A detailed work reference check and criminal background check will be undertaken prior to extending a job offer and additionally as necessary, a credit reference check and a BMV driving record check may be undertaken.
4. Once an applicant has accepted an offer of employment, all other applicants that were interviewed are sent a written notification that the job has been filled.

Please Print

Application Date: _____

Please keep this confidential

Name: _____
Last First Middle

Address: _____
Street City State Zip Code

Telephone: _____ Social Security Number: _____

e-mail Address: _____

Veteran Yes No

Branch of Service _____

ARE YOU LEGALLY PERMITTED TO WORK IN THE UNITED STATES: Yes No

Personal Data

Title of Position desired: _____
(Apply only if you are available for the schedule described in job description.)

Full-Time Part-Time

Are you available to work Saturday, Sunday and evenings? If not, please explain: _____

Date available to start: _____

Have you previously applied for a job with the Rocky River Public Library? Yes No When: _____

Have you ever been employed by the Rocky River Public Library? Yes No When: _____

Reason for leaving Rocky River Public Library: _____

Do you know any current Rocky River Public Library employees? Yes No Name(s): _____

State name and relationship: Name: _____ Relationship: _____

Have you ever been dismissed from or asked to resign from any employment position? ? Yes ? No

If yes, please explain: _____

Have you ever been convicted of a crime (felony or misdemeanor) other than a minor traffic violation? 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.

(If you do not know the essential duties, please leave blank.)

Do you have a valid Ohio driver's license? Yes No

If you do not have a valid Ohio driver's license, are you willing and able to obtain an 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

Please explain all traffic violations in the last three (3) years:

Educational Data

Name of School or College	Location City, State, Zip	Major Subject/Degree	Scholastic Average	Did you Graduate?
High School				
College or University				
Other Schools Attended				
Other (Specify				

Special courses licenses or certifications not included above: _____

Foreign languages spoken or studied: _____ No. of years: _____

Current & Previous Employment

List all employment for the last ten (10) years in chronological order—Last to First—including military service and all library experience.
Attach additional pages if needed or resume if desired.

Current/Last Employer	Address	City, State, Zip
Telephone	Position(s) Held	Final Salary
Dates Employed From: _____ To: _____	Supervisor	May we contact employer for Reference? <input type="checkbox"/> Yes <input type="checkbox"/> No
Reason for Leaving		

Employer	Address	City, State, Zip
Telephone	Position(s) Held	Final Salary
Dates Employed From: _____ To: _____	Supervisor	May we contact employer for Reference? <input type="checkbox"/> Yes <input type="checkbox"/> No
Reason for Leaving		

Employer	Address	City, State, Zip
Telephone	Position(s) Held	Final Salary
Dates Employed From: _____ To: _____	Supervisor	May we contact employer for Reference? <input type="checkbox"/> Yes <input type="checkbox"/> No
Reason for Leaving		

Personal references other than former employers and relatives—list three (3).

Name	Address and Daytime Telephone	Occupation

Applicants for employment with the Rocky River Public Library are evaluated and selected on the basis of individual merit and ability with respect to the position being filled. Applicants are selected and hired without discrimination based on 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 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. I also give my consent to contact the State Motor Vehicle Department for a Moving Vehicle Violation Report if such information is require 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.

_____ Date
Applicant's Signature

This Application will be active for one (1) year from the date signed. After one (1) year, an applicant must refile for further consideration.

FOR INTERNAL USE ONLY

Arrange Interview: Yes No

Remarks: _____

_____ Date
Interviewer's Signature

Employed: Yes No Starting Date: _____ Starting Rate: _____

Job Title: _____

Rocky River Public Library is an Equal Opportunity Employer.

Rocky River Public Library • 1600 Hampton Road • Rocky River, Ohio 44116-2699