

APPLICATION FOR EMPLOYMENT

THE PUBLIC LIBRARY OF STEUBENVILLE & JEFFERSON COUNTIES

The Public Library of Steubenville & Jefferson Counties is an equal employment opportunity employer. It complies with the Civil Rights Act, the Americans With Disabilities Act and other legislation which prohibits discrimination in employment because of race, color, sex, religion, national origin, age, physical and mental disability, genetic information and veteran's status. Any applicant, who feels that he or she has been discriminated against in some manner, is encouraged to report the incident immediately to the Director of Libraries.

Instructions: Your interest in employment with our library is appreciated. This application is the initial step in the hiring process. It helps the library assess your qualifications, work history, experience and training. You must complete this application in full, and sign it to be considered for employment. If you have a resume, you may attach it to this form; however, you must still complete this application. If there is insufficient space available to adequately provide the information requested, you may use an additional paper and attach it to the back. Please write legibly. If you need assistance completing this form because of a disability, please request that the Director of Libraries provide someone to assist, or you may request that we consider some other reasonable accommodation.

Information About You

Name: _____
Last
Middle
First

() _____ () _____ @ _____
Home Phone Number
Cell Phone Number
E-mail Address

Current Home Address: _____
Number
Street
City
State
Zip Code

Are you over 18 years old? Yes: _____ No: _____

Do you have secondary employment that will continue if you are hired by the library? Yes: _____ No: _____

If yes, list the nature of the secondary employment: _____

Are you eligible for employment in the United States? Yes: _____ No: _____
[If hired, you'll be required to provide proper identification & verification of your eligibility to work in the United States]

Your Employment History

Present Or Most Recent Employer

Name of Organization
Type of Business
() _____ - _____
Telephone Number

Supervisor's Name/Job Title
Your Job Title

____/____/____ to ____/____/____
Dates Employed
Are you still employed with this organization? Yes: _____ No: _____

Your pay rate or salary: _____ Annual/Hourly
[circle one]
Other income from this employer such as bonuses: _____

Briefly Describe Your Job Duties: _____

About The Job For Which You Are Applying

Please list the title of the job for which you are applying: _____

Do you have reliable transportation to and from work? _____

Can you perform the essential functions of the [with or without a reasonable accommodation]? Yes: No:

Do you feel that you will need additional training in any area to effectively perform the job? Yes: No:

Explain: _____

Expected Hourly Rate or Salary: _____ Do you want: Full-time: _____ Part-time: _____ Temporary: _____ Any: _____

If hired, when will you be available to work? ____/____/____

List any scheduling restrictions: _____

List any certifications or licenses which you possess that will help you demonstrate ability to perform the job:

List equipment that you are qualified to operate proficiently: _____

List software that you are able to use proficiently: _____

Applicant Acknowledgement

This application will remain on file with the library for a period limited to 90 days following the date of its submission. I understand that as a public agency, this application form and other hiring records may be released upon request. By signing below, I am verifying that all of the information provided on this application form is complete, truthful and accurate to the best of my knowledge. I further understand that any misrepresentation or omission of pertinent facts is cause for disqualifying me from further consideration in the employment selection process. If I am hired, and the library subsequently discovers that information provided on this application is inaccurate or incomplete, I understand that this may be sufficient cause for me to be separated from employment.

I understand that to be considered for employment, I must comply with the library's policies and other work rules. I further understand that this application is not, and is not intended to be a contract of employment, and that employment with the library is at-will, and does not constitute a contractual employment relationship.

Signature of Applicant

____/____/____
Date