

# Application For Employment

Return to: Sandusky Library

114 West Adams Street

Sandusky, OH 44870

Phone: (419) 625-3834 Fax: (419) 625-4574

**PLEASE PRINT CLEARLY OR TYPE**

*revised 3/1/16*

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify the Library Executive Director. We consider all applicants for all positions without regard to race, color, gender, gender identity, sexual orientation, religion, national origin, age, ancestry, disability, military or veteran status, or any other legally protected status.

**POSITION(S) APPLIED FOR:**

**Date of Application:**

**How did you learn about us:**

Name (Last, First, Middle): \_\_\_\_\_

Mailing

Address: \_\_\_\_\_

Street

Apt.

City

State

Zip

Telephone #: (\_\_\_\_\_) \_\_\_\_\_ Mobile/Other: (\_\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_ Best time to contact you at home is: \_\_\_\_\_ am / pm

Have you ever submitted an application to Sandusky Library? \_\_\_\_\_ If Yes, when? \_\_\_\_\_

Have you ever been employed by Sandusky Library? \_\_\_\_\_ If Yes, when? \_\_\_\_\_

Are you legally eligible for employment in the United States? \_\_\_\_\_

If you are under 18, can you furnish a work permit? \_\_\_\_\_

Do you have a valid driver's license? \_\_\_\_\_ State / Number: \_\_\_\_\_

Are you able to meet all of the attendance requirements of this position? \_\_\_\_\_

Are you able to work overtime if necessary? \_\_\_\_\_ Will you travel if the position requires it? \_\_\_\_\_

**EMPLOYMENT HISTORY**

Provide your work experience starting with your present or last job. Include any job-related military service assignments and volunteer activities. *Exclude organizations that would reveal race, color, gender, gender identity, sexual orienta-*

From / To \_\_\_\_\_ Employer/Organization \_\_\_\_\_

Telephone # \_\_\_\_\_ Address \_\_\_\_\_

Job title: \_\_\_\_\_ Supervisor \_\_\_\_\_ May We Contact? \_\_\_\_\_

Job duties/  
Responsibilities \_\_\_\_\_

Reason for leaving \_\_\_\_\_ Final Rate of Pay: \_\_\_\_\_

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From / To \_\_\_\_\_ Employer/Organization \_\_\_\_\_

Telephone # \_\_\_\_\_ Address \_\_\_\_\_

Job title: \_\_\_\_\_ Supervisor \_\_\_\_\_ May We Contact? \_\_\_\_\_

Job duties/  
Responsibilities \_\_\_\_\_

Reason for leaving \_\_\_\_\_ Final Rate of Pay: \_\_\_\_\_

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From / To \_\_\_\_\_ Employer/Organization \_\_\_\_\_

Telephone # \_\_\_\_\_ Address \_\_\_\_\_

Job title: \_\_\_\_\_ Supervisor \_\_\_\_\_ May We Contact? \_\_\_\_\_

Job duties/  
Responsibilities \_\_\_\_\_

Reason for leaving \_\_\_\_\_ Final Rate of Pay: \_\_\_\_\_

## EDUCATION

	Name and Address of School	Course of Study	Years Completed	Diploma / Degree Obtained
High School				
Undergraduate College				
Graduate Professional				
Other (specify)				

## RELATED INFORMATION: To what job related organizations (professional, trade, etc.) do you belong?

*Exclude memberships that would reveal race, color, gender, gender identity, sexual orientation, religion, national origin, age, ancestry, disability, military or veteran status, or any other legally protected status.*

ORGANIZATION	OFFICES HELD

Please explain why you would like to be considered for employment with Sandusky Library. Use additional sheets if needed.

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**REFERENCES:** Please provide at least 3 professional references who are not related to you. Use additional sheets if necessary.

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

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ADDRESS: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

***Have you been provided with a written job description for the position which you are applying?***

Yes

No

***Are you capable of performing the essential duties, responsibilities, and functions of the job for which you have applied?***

**APPLICANT STATEMENT AND SIGNATURE (Signature Required for Application to be Complete):**

I certify that all information I have provided in order to apply for and obtain employment with Sandusky Library is true, complete, and correct. I agree and understand that omissions, misstatements, and falsifications will cause forfeiture on my part of all eligibility to any employment with Sandusky Library and may be cause for rejection of this application, removal of my name from eligibility lists, or discharge from County service, whenever it is discovered. In addition, I give Sandusky Library the right to investigate and verify any information obtained through the application process, and I expressly authorize, without reservation, Sandusky Library and its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions. I release Sandusky Library from liability and waive all claims I may have against it regarding its acquisition and use of such information, and I release from liability and wave all claims I may have against other persons, companies, organizations or other entities who furnish information about me to Sandusky Library.

I understand that an offer of employment may be contingent upon the successful completion of a pre-employment background criminal investigation, physical, psychological, polygraph, and/or drug and alcohol screen. If hired, I agree to provide proof of identity, relevant licensure or credentials, and authorization for employment in the United States. If hired, I understand that, unless otherwise defined by applicable law, any employment relationship with Sandusky Library is of an "at will" nature, which means that either I or Sandusky Library can end the employment relationship at any time and for any reason. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that all conditions of employment including, but not limited to hours, benefits and salary are subject to change by Sandusky Library at any time. I understand that no representative of Sandusky Library is authorized to make any assurances to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the appropriate Appointing Authority.

I understand that a new application must be completed for any future job postings or employment opportunities with Sandusky Library.

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.**

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant (required): \_\_\_\_\_ Date: \_\_\_\_\_

**THIS BOX FOR OFFICE USE ONLY:**

INTERVIEW: (1) \_\_\_\_\_ (2) \_\_\_\_\_

Received:

Time Stamp