

WARREN-TRUMBULL COUNTY PUBLIC LIBRARY

PLEASE FILL OUT THE APPLICATION IN ITS ENTIRETY. IF A QUESTION DOES NOT APPLY TO YOU, PLEASE INDICATE BY WRITING "NONE". YOU MAY TYPE OR PRINT CLEARLY IN INK. ALL APPLICANTS WILL BE CONSIDERED WITHOUT REGARD TO RACE, CREED, COLOR, SEX, AGE, NATIONAL ORIGIN, ANCESTRY, RELIGION, MILITARY STATUS, OR DISABILITY. APPLICANTS MUST BE 15 YEARS OF AGE OR OLDER TO BE CONSIDERED FOR EMPLOYMENT WITH THE LIBRARY.

Date: _____

Please Indicate Department/Area of Interest:

- | | | |
|--|---|--|
| <input type="checkbox"/> Branch Services | <input type="checkbox"/> Children's | <input type="checkbox"/> Circulation |
| <input type="checkbox"/> Maintenance | <input type="checkbox"/> Administrative | <input type="checkbox"/> Information Technology |
| <input type="checkbox"/> Reference | <input type="checkbox"/> Technical Services | <input type="checkbox"/> Mobile Library Services |

A complete summary of all position classifications/qualifications is available for viewing at all branches of the Warren-Trumbull County Public Library.

Job Data: Please Complete the Following:

Desired Branch Location: _____ Rate of Pay Desired: _____

Position Desired: _____ Type of Work Desired: Full-Time Part-time Temporary

Available to Start When: _____

Hours Available for Work (Please List Any Work Restrictions): _____

Personal Data:

<u>Last Name</u>	<u>First Name</u>	<u>MI</u>			
<u>Street Address</u>	<u>City</u>	<u>State</u>	<u>Zip</u>	<u>Home Telephone</u>	<u>Alternate Telephone</u>
		()		()	

Please Answer the Following Questions:

- | | <u>Yes</u> | <u>No</u> |
|--|--------------------------|--------------------------|
| Are you a legal U.S. citizen or are you eligible to work in the United States? | <input type="checkbox"/> | <input type="checkbox"/> |
| Are you at least 18 years of age (Drivers must be 21 years of age)? | <input type="checkbox"/> | <input type="checkbox"/> |
| Have you ever applied for a job here before? If yes, when? _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| Have you ever been previously employed by any library? If yes, when & where? _____ | <input type="checkbox"/> | <input type="checkbox"/> |

Do you have any relatives who work for this library system or are on the Board of Trustees? If yes, Please list their names _____

Except for minor traffic violations, have you ever been convicted of a felony or misdemeanor within the past 7 years? If yes, please explain and list dates below: _____

(A conviction will not necessarily disqualify an applicant from further consideration for employment.)

How were you referred to the Library? _____

Educational Background:

<u>School</u>	<u>Name & Location</u>	<u>Course/Major</u>	<u>Degree/Certificate Earned</u>
High School	_____		
College	_____		
Technical/Trade	_____		

Employment Background:

Start with present or most recent employer. Give complete, accurate information. List reasons and dates for any gaps in employment.

1.) Company Name:	Telephone:
_____	() _____
Address:	Employed - (month/year)
_____	From: _____ To: _____
Name of Supervisor:	Salary -
_____	Starting: _____ Ending: _____
Job Title & Description of Duties:	Reason for Leaving:
_____	_____
_____	_____

2.) Company Name:	Telephone:
_____	() _____
Address:	Employed - (month/year)
_____	From: _____ To: _____
Name of Supervisor:	Salary -
_____	Starting: _____ Ending: _____
Job Title & Description of Duties:	Reason for Leaving:
_____	_____
_____	_____

3.) Company Name:	Telephone:
_____	() _____
Address:	Employed - (month/year)
_____	From: _____ To: _____
Name of Supervisor:	Salary -
_____	Starting: _____ Ending: _____
Job Title & Description of Duties:	Reason for Leaving:
_____	_____
_____	_____

4.) Company Name:	Telephone:
_____	() _____
Address:	Employed - (month/year)
_____	From: _____ To: _____
Name of Supervisor:	Salary -
_____	Starting: _____ Ending: _____
Job Title & Description of Duties:	Reason for Leaving:
_____	_____
_____	_____

If actively employed, may we contact your present employer?

YES NO

Have you ever been referred by or worked under another name?

YES NO

If yes, please list here: _____

Additional Experience/Skills:

Please indicate any additional skills or qualifications you have received either through education, work or personal experience that may further qualify you or relate to a library setting. (Ex: computers, typing, reference, library processes, special licenses, etc.).

Applicant Authorization/Agreement:

Applicant: Please read before signing.

I hereby certify that the answers given herein are true and complete to the best of my knowledge. I authorize any investigator or duly accredited representative of the Warren Trumbull County Public Library to make such investigations and/or inquiries from schools, employers, credit agencies, criminal justice agencies or individuals that may be necessary in arriving at an employment decision, upon receipt of this release authorization. This information may include, but is not limited to, academic, residential, achievement, performance, attendance, personal history, disciplinary and conviction records. I hereby authorize any and/or all of the above named parties to release such information upon request of the bearer of this signed authorization.

I understand that the information released is for use by the Warren-Trumbull County Public Library and may be disclosed to such third parties as necessary in the fulfillment of their responsibilities. I hereby release any individual, including record custodians, from any and all liability for damages of whatever kind or nature which may at any time result to me on account of compliance, or any attempts to comply, with this authorization.

In the event of employment, I understand that false or misleading information given on the application or in the interview(s) may result in discharge, and that any offer of employment is contingent upon my ability to comply with the Immigration and Naturalization Service regulations establishing my identity and right to work in the United States. I further understand that in consideration for employment with the Warren- Trumbull County Public Library, I may be required to successfully take and pass any required skills and/or drug screen applicable to the position applied for.

The Warren-Trumbull County Public Library is an "at will" employer and my employment and compensation can be terminated at any time, with or without notice and for any reason by either myself or the library. I understand that nothing contained in this employment application or in granting of an interview is intended to create a contract between myself and the Warren-Trumbull County Public Library for either employment or the provision of benefits. If I am offered employment, I agree to conform to the rules and regulations of the Warren-Trumbull County public Library.

Applicant's Signature: _____ Date: _____