



Shaker Heights Public Library

16500 VAN AKEN BOULEVARD, SHAKER HEIGHTS
APPLICATION FOR EMPLOYMENT AS A LIBRARY PAGE

READ CAREFULLY – All questions in this application must be answered fully before it will be accepted. All answers must be printed in ink or typewritten. Any willful misrepresentation, omission or falsification of information in this application is sufficient cause for the disqualification of the applicant or the discharge of the employee after hiring. The original application should be turned in, no copies or facsimiles will be accepted. If you cannot complete this form, please ask for help.

I. PERSONAL INFORMATION

A. Name: _____			
Last	First	Middle Int.	
Address: _____			
Street			
City		State	Zip Code
Telephone #: _____	Are you 16 or over?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

B. Have you ever belonged to the Ohio Public Employees Retirement System of Ohio? Yes No

C. Do you have relatives currently on the Board of Trustees or among the employees of the Shaker Heights Public Library?
 Yes No If yes, give name(s) and relationship: _____
 (Library policy prohibits hiring immediate relatives of employees or trustees.)

D. Have you ever been convicted of a crime (excluding minor traffic violations), including DUI? Yes No
 (Note: A conviction will not necessarily disqualify you from employment.)
 If yes, state the offense, location, date, and disposition: _____

II. EMPLOYMENT DESIRED

A. Have you ever worked for the Shaker Heights Public Library before? Yes No

B. If you have worked under another name(s), please indicate: _____

C. Have you ever been discharged or requested to resign from a position? Yes No
 If yes. Explain: _____

D. Have you ever worked in a library? Yes No
 If yes, give job title and describe typical duties: _____

III. EDUCATION AND TRAINING

A. High School: _____	
Address: _____	
Years Attended: _____	

B. Other education, training, experience, or special skills that would be useful: _____

C. Extracurricular/Social activities that might have an impact on scheduling: _____

IV. WORK HISTORY – Do not reference your resume.

A. List names of employers in consecutive order with present or last employer listed first. If self-employed, give firm names and supply business reference.

Date of Employment	From:	To:	Ending Salary Rate:
Place of Employment: _____			

Address:	
Job Title:	Major Duties:
Name of Supervisor:	
Reason for leaving:	

Date of Employment	From:	To:	Ending Salary Rate:
Place of Employment:			
Address:			
Job Title:	Major Duties:		
Name of Supervisor:			
Reason for leaving:			

Date of Employment	From:	To:	Ending Salary Rate:
Place of Employment:			
Address:			
Job Title:	Major Duties:		
Name of Supervisor:			
Reason for leaving:			

B. May we contact your present employer? Yes No

V. REFERENCES – List three references who are not relatives or former employers:

Name:	Occupation:		
Address:			
City:	Zip Code:	Telephone:	
Name:	Occupation:		
Address:			
City:	Zip Code:	Telephone:	
Name:	Occupation:		
Address:			
City:	Zip Code:	Telephone:	

VI. DECLARATION OF APPLICANT

(Read the following paragraphs carefully before signing. This Declaration of Applicant must be signed and dated in ink by the applicant.)

My signature below authorizes the Shaker Library to contact any agency, company, or individual it deems appropriate to investigate my employment history, character and qualifications and authorizes release of information in connection with my application for employment. This investigation may include, but not be limited to, such information as criminal or civil convictions, driving records, previous employers and educational sources. I waive my right of access to any such information, and without limitation hereby release the Shaker Library and the reference source from any liability in connection with its release or use.

Furthermore, I hereby affirm that there are no willful misrepresentations, omissions, or falsifications in the foregoing statements, answers to questions and any attachments hereto. I am aware that should an investigation disclose any misrepresentation, omission, or falsification, I may be disqualified, or if I have already been hired, my employment may be terminated. In the event that I am employed by the Shaker Library, I agree to comply with all of its orders, rules and regulations. I understand that employment with the Shaker Library automatically includes membership in the O.P.E.R.S. (Ohio Public Employees Retirement System) as provided under the Ohio Revised Code. I understand that no one in the Library is authorized to enter into any written or verbal employment contracts with me without the consent of the Director. I also understand that my employment is “at-will” and may be terminated by me or by the library at any time for any reason, with or without prior notice.

_____ Date

_____ Signature of Applicant

THANK YOU FOR APPLYING FOR EMPLOYMENT WITH THE SHAKER HEIGHTS PUBLIC LIBRARY

Shaker Library does not discriminate on the basis of race, color, national origin, age, religion, height, weight, disability, marital status, sex, sexual orientation, political affiliation, or veteran status in accordance with applicable state or federal employment law. No person shall be denied employment solely because of any impairment, which is unrelated to the ability to engage in activities involved in the position for which application has been made.