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677 Lynnwood Dr. • Minerva OH 44657

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www.minervalibrary.info

Application for Employment

The Minerva Public Library is an equal opportunity employer. The Library considers applicants for all positions without regard to race, color, religion, gender, national origin, age, disability, marital or veteran status, or any other legally protected status. As you complete this application you may omit any information that would reveal your inclusion in any of the groups listed above.

Please print, and completely answer all questions.

Date of Application: _____

Position(s) applied for: _____

Last Name: _____ First Name: _____ Middle Initial: _____

Street Address: _____ PO Box: _____

City: _____ State: _____ Zipcode: _____

Phone: _____ Email address _____

If you are under 18 years of age, can you provide required proof of your eligibility to work?

Yes No

Have you ever filled an application at this Library before?

Yes (Date: _____) No

Have you ever been employed by this Library before?

If yes, give position, department, and approximate dates.

Yes No

Position: _____ Department: _____ Dates: From _____ To: _____

Does the Minerva Public Library currently employ any of your relatives?

Yes No

Are you currently employed?

Yes No

If you are currently employed, may we contact your present employer?

Yes No

Are you legally eligible to work in the United States?
(Proof of citizenship or immigration status will be required upon employment.)

Yes

No

On what date would you be available to start work? _____

Criminal Record

This employment application does not seek information regarding the applicant's criminal record. However, the Library reserves the right to make inquiry into the applicant's criminal record, to conduct a criminal background check and to condition any offer of employment on the information obtained from any such inquiry or background check. In evaluating an applicant's criminal record, the Library shall make an individualized assessment, utilizing the factors permitted by applicable law.

Education

	School Name & Location	Number of Years Completed	Did you graduate? Yes or No	Diploma or Degree
Graduate Studies				
College				
Trade/Technical				
High School				
Other (specify)				

Employment Experience

Please list your work experience beginning with your current or most recent job.

Employer: _____ Phone Number: _____

Address: _____

Dates employed (please state month and year) From: _____ To: _____

Supervisor's name: _____

Your job title and duties: _____

Reason for leaving: _____

Employer: _____ Phone Number: _____

Address: _____

Dates employed (please state month and year) From: _____ To: _____

Supervisor's name: _____

Your job title and duties: _____

Reason for leaving: _____

Employer: _____ Phone Number: _____

Address: _____

Dates employed (please state month and year) From: _____ To: _____

Supervisor's name: _____

Your job title and duties: _____

Reason for leaving: _____

Employer: _____ Phone Number: _____

Address: _____

Dates employed (please state month and year) From: _____ To: _____

Supervisor's name: _____

Your job title and duties: _____

Reason for leaving: _____

Additional Information

Summarize job-related skills and qualifications acquired from employment, education, or experience.

References

Name	Address	Phone	Work related or Personal?
1.
2.
3.

Applicant's Certification and Agreement

I authorize the Library to investigate my background, qualifications, and other information by requesting information from whomever it deems appropriate. I also authorize anyone the Library contacts as part of its investigation to release any information they have regarding me or my employment to the Library or its representatives. I also release all parties from all liability for any damage that may result from furnishing this information to the Library. Further, I release the Library from all liability for any information it might deem appropriate to release in the future regarding me and my employment.

If I am employed by the Minerva Public Library, I understand and agree that my employment is entirely "at will" and that I or the employer may terminate the relationship at any time, with or without cause; and further, that the Library reserves the right to establish or change the terms or conditions of any aspect of my employment, including compensation, at its discretion, at any time with or without prior notice. I understand and agree that this application does not constitute an agreement or contract for employment.

I certify that the facts contained in this application are true and complete to the best of my knowledge and understanding, and that, if I am employed by the Minerva Public Library, any false or misleading information given by me on this application or in an interview for employment shall be grounds for my dismissal.

I certify that I have read and fully understood the foregoing, and that I seek employment under these conditions.

Signature of Applicant: _____ Date: _____

Please submit the application via email to:

jobs@minervalibrary.info

or in person or by mail to:

Director, Minerva Public Library
677 Lynnwood Dr.
Minerva, OH 44657