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677 Lynnwood Dr. • Minerva OH 44657

330-868-4101 • Fax 330-868-4267

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? \_\_\_\_\_

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### 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.

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### 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.

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Employer: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

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

Supervisor's name: \_\_\_\_\_

Your job title and duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

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Employer: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

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

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Supervisor's name: \_\_\_\_\_

Your job title and duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

## Additional Information

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

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### References

Name	Address	Phone	Work related or Personal?
1.			
2.			
3.			
4.			

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### 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 in person or by mail to:  
Director, Minerva Public Library  
677 Lynnwood Dr.  
Minerva, OH 44657