



## GENERAL APPLICATION FOR EMPLOYMENT

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

Other names presently or formerly used \_\_\_\_\_

E-mail Address \_\_\_\_\_

Street Address \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Names of employees of this organization with whom you are acquainted \_\_\_\_\_

Names of any relatives you have in this organization's employ \_\_\_\_\_

Have you ever applied here before? \_\_\_\_\_ Are you at least 18 years of age? \_\_\_\_\_

### EDUCATION

Type of School	Name & Address of School	Degree	Area of Study	No. of Years Attended	Did you Graduate?	Class Rank & GPA
High School						
College						
Other						

Any special awards? \_\_\_\_\_

Professional Certifications \_\_\_\_\_

### JOB INTERESTS

Type of work/position desired \_\_\_\_\_

How did you hear about the position? \_\_\_\_\_

Salary requested \_\_\_\_\_ Date available for employment \_\_\_\_\_

Any hours **Not Available** to work (List days and times) \_\_\_\_\_

\_\_\_\_\_

## BUSINESS EXPERIENCE

List 3 previous employments beginning with the most recent.

Employer	Type of Business	Telephone	
Address		Starting Salary	Ending Salary
Dates Employed From Mo.        Yr	To Mo.        Yr.	Positions Held	
Duties/Responsibilities		Reason for leaving	
Supervisor's Name and Phone number/Email		May we contact?	

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## OTHER QUALIFICATIONS

List any special skills you have \_\_\_\_\_

List software applications in which you are proficient \_\_\_\_\_

## SPECIAL ACTIVITIES

Please exclude organizations, clubs or societies that reveal the race, color, religion, sex, national origin, disability or age of its members.

Professional Organizations, Clubs, Societies, Other	Did you actively participate?	Do you currently participate?	Offices held during last 5 years	Average time given per wk

## U.S. MILITARY SERVICE RECORD

Have you served in our armed services? \_\_\_\_\_ Branch of Service \_\_\_\_\_

Special training or honors received \_\_\_\_\_

## ADDITIONAL INFORMATION

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.

Are you restricted or prohibited from being legally employed in the U.S.? Yes \_\_\_\_\_ No \_\_\_\_\_  
 (Proof of identity and employment eligibility will be required)

## REFERENCES

**Business References.** (Names, relationship and addresses of 3 people in companies where you have been employed or with whom You have had frequent business dealings)

1. Name \_\_\_\_\_ Phone \_\_\_\_\_

Relationship \_\_\_\_\_ E-mail \_\_\_\_\_

Address \_\_\_\_\_

2. Name \_\_\_\_\_ Phone \_\_\_\_\_

Relationship \_\_\_\_\_ E-mail \_\_\_\_\_

Address \_\_\_\_\_

3. Name \_\_\_\_\_ Phone \_\_\_\_\_

Relationship \_\_\_\_\_ E-mail \_\_\_\_\_

Address \_\_\_\_\_

**Personal References.** (Names and addresses of 2 people other than relatives or former employers who have known you at least 5 years, such as teachers, neighbors, public officials, etc.)

1. Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ E-mail \_\_\_\_\_

2. Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ E-mail \_\_\_\_\_

### **EQUAL OPPORTUNITY EMPLOYMENT**

It is the policy of the Washington-Centerville Public Library to be in compliance with all federal, state, and local laws and regulations relative to discrimination in employment. The Washington Centerville Public Library does not discriminate in compensation or conditions of employment, including recruitment, hiring, promotion, training, transfer, discipline, or discharge of any applicant or employee on the basis of race, color, ancestry, religion, national origin, citizenship, gender, pregnancy, gender identity, sexual orientation, age, veteran or military status, disability, genetic information, or any other characteristic protected by federal, state, or local law. Reasonable accommodation will be made to enable otherwise qualified individuals with disabilities to perform the essential functions of the job.

### **PLEASE READ CAREFULLY BEFORE SIGNING**

I understand that nothing contained in this application or in the granting of an interview is intended to create an employment contract between Washington-Centerville Public Library (WCPL) and myself for either employment or for the provision of any benefit. No promises regarding employment have been made to me and I understand that no such promise or guarantee is binding upon WCPL, and further understand and agree that my employment and compensation is for no definite period and may be terminated, with or without cause, and with or without notice, at any time, at the option of either WCPL or myself. I hereby certify that the answers given and statements made are complete, true and correct. If any statement is found not to be true this will be grounds for immediate dismissal. I hereby authorize all my previous employers or references to furnish any information concerning my personal character, habits or employment records. I hereby release all such persons as well as the employer itself from liability or damages incurred as a result of inquiry and furnishing this information. I have read, understand and agree to all of the rights being secured by the employer as a condition of employment. I agree that any claim or lawsuit relating to my service with the Washington-Centerville Public Library must be filed no more than six months after the date of employment action that is the subject of the claim or lawsuit. I waive any statute of limitations to the contrary.

\_\_\_\_\_  
Applicant Signature \_\_\_\_\_ Date

### **SUBMISSION OF APPLICATION**

Please submit application by mail, in person or email to:

**HUMAN RESOURCES  
WASHINGTON-CENTERVILLE PUBLIC LIBRARY  
111 W. Spring Valley Rd.  
Centerville, OH 45458  
or  
Email:  
HumanResources@wcpl.lib.oh.us**