

APPLICATION FOR EMPLOYMENT



Instructions: Your interest in employment with our library is appreciated. This application is the initial step in the hiring process. Although you may submit your resume, you must also complete this application, in full, to be considered for employment. Please write legibly. If you need assistance completing the application due to a disability, please request assistance.

The Dover Public Library is an equal employment opportunity employer. EEO concerns are to be promptly brought to the attention of the Library Director.

Information About You

Name: _____ Date of Application: ____/____/____

Home Phone Number: ____ - ____ - ____ Cell Phone Number: ____ - ____ - ____

Home Address: _____
Number Street City State Zip Code

E-mail Address: _____ Are you Over 18 Years of Age? ☐ Yes ☐ No

Are You Eligible to be Employed in the United States? ☐ Yes ☐ No

If you are hired, you'll be required to provide proper identification & verification of your employment eligibility

Do You Have Other Employment That Will Continue If You Are Hired? Yes _____ No _____

If Yes, Specify the Secondary Employment: _____

Have You Ever Belonged to The Ohio Public Employee's Retirement System? ☐ Yes ☐ No

Do You Currently Have Relatives Working For The Library or its Board Of Trustees?

☐ Yes ☐ No If Yes, Who? _____

Have You Previously Worked For the Dover Public Library? ☐ Yes ☐ No

If Yes, When? _____ Job(s) Held: _____

Type of Employment Desired

Job Title for Which You Are Applying (If Known): _____

Type of Work Desired: Please check each type of work in which you are interested and qualified.

(Note: These jobs and departments don't necessarily have current vacancies)

Patron Service

Adult Department: ____ Children's Department: ____ Outreach: ____

Support Services

Page: ____ Custodial: ____ Security: ____ Technical Services: ____ Technology: ____

Administration

Management: ____ Fiscal/Accounting: ____

Expected Hourly Rate or Annual Salary: \$ _____ (per hour) or \$ _____ (annual salary)

Do You Prefer: Full-Time ____ Part-Time ____ Temporary ____ Intermittent ____ Anything: ____

If Hired, When Are You Available To Start? _____

The Library Requires Most Employees to Work Some Evenings and Saturdays. List Any Hours or Days That You Are Unable or Unwilling to Work:

Your Employment History

Present or Most Recent Employer

Organization Name Telephone

Supervisor's Name: _____ Supervisor's Job Title: _____

Supervisor's E-Mail Address: _____

Your Job Title: _____ Dates Employed: From ____/____/____ To ____/____/____

Your Hourly Pay Rate or Annual Salary: \$ _____ Per Hour or \$ _____ Annual Salary

Briefly Describe Your Job Duties:

May we contact this employer for a job reference? Yes _____ No _____

Describe Your Reason[s] for Leaving:

Next Most Recent Employer

Organization Name Telephone

Supervisor's Name: _____ Supervisor's Job Title: _____

Supervisor's E-Mail Address: _____

Your Job Title: _____ Dates Employed: From ____/____/____ To ____/____/____

Your Hourly Pay Rate or Annual Salary: \$ _____ Per Hour or \$ _____ Annual Salary

Briefly Describe Your Job Duties:

May We Contact This Employer For a Job Reference? Yes _____ No _____

Describe Your Reason[s] for Leaving:

Next Most Recent Employer

Organization Name _____ Telephone _____

Supervisor's Name: _____ Supervisor's Job Title: _____

Supervisor's E-Mail Address: _____

Your Job Title: _____ Dates Employed: From ____/____/____ To ____/____/____

Your Hourly Pay Rate or Annual Salary: \$ _____ Per Hour or \$ _____ Annual Salary

Briefly Describe Your Job Duties:

May we contact this employer for a job reference? Yes _____ No _____

Describe Your Reason[s] for Leaving:

Your Education and Training

Circle the last year of formal education that you've completed:

0 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8 1 2 3 4
Primary Education College Trade School

Schools Attended

Graduate?

High School: _____ Yes: _____ No: _____

College: _____ Yes: _____ No: _____

Trade School: _____ Yes: _____ No: _____

Degrees or Awards Achieved While in School:

Describe Other Courses or Training You've Received Which You Feel Will Help You Perform the Job for Which You Are Applying.

List Software Programs That You Know Then Add a Checkmark to Assess Your Proficiency.

Software	Advanced	Proficient	Basic

List the Best Books You've Read in the Past Six Months.

List Certifications, Registrations or Licenses That You Hold Which You Feel May Be Beneficial to the Job.

By signing below, I am verifying that all of the information I've provided on this application is complete, truthful and accurate to the best of my knowledge. I understand that any misrepresentation or omission of pertinent facts is cause for disqualifying me from further consideration during the hiring process. I further understand that if I am hired, and it is found that any information I've provided on this application or at any time during the hiring processes is inaccurate or incomplete, this may be cause for me to be discharged from employment.

I understand that the Library is a drug and alcohol-free workplace and therefore if I am offered a job, the offer will be conditional on my passing a drug test and receipt of an acceptable criminal background check. Failure to pass the drug test or if the criminal history check reveals an unacceptable criminal history, the offer of employment will be rescinded. A criminal history will not automatically disqualify me, but rather disqualification from employment depends on the timing and nature of the offence and other facts and circumstances.

I understand that this application and employment with the Library is at-will and that the policies, terms, conditions and benefits of employment with the Library do not constitute a contract of employment and may be changed.

_____/_____/_____
Applicant's Signature Date