

CLEVELAND HEIGHTS-UNIVERSITY HEIGHTS PUBLIC LIBRARY

Application for Page Employment

Applicants for employment with the Cleveland Heights-University Heights Public Library are evaluated and selected on the basis of individual merit and ability with respect to the position being filled. Applicants are selected and hired without discrimination based on race, color, religion, creed, age, sex, sexual orientation, national origin, political affiliation, disability or ancestry.

Date _____

TO THE APPLICANT

1. Applicants must be at least 16 years of age.
2. Relatives of current staff or Board members will not be considered for employment.
3. This application will be held for 6 months.
4. Applicant should be available for work approximately 8–15 hours per week. Availability will affect consideration of your application.
5. The application you file at one building is kept only in that building. You may wish to apply at our other branches as well.
6. Direct deposit of paycheck is **mandatory**.
7. Parental signature and work permit required if applicant is under age 18.

NAME _____

Email _____

PHONE _____

ADDRESS _____

No. & Street

City

Zip Code

EMAIL ADDRESS _____

BIRTH DATE (if under 18) _____

ARE YOU LEGALLY PERMITTED TO WORK IN THE UNITED STATES? YES NO

SCHOOL YOU NOW ATTEND (if applicable) _____ GRADE _____

Staff is scheduled according to the needs of the library and must be willing to work evenings and weekends. Please indicate your availability below by checking the appropriate box or boxes.

	9:00 am – 1:00 pm	1:00 pm – 5:00 pm	5:00 pm – 9:00 pm
Saturday			Library closed
Sunday	Library closed		Library closed
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

Do you have any time commitments that may interfere with your employment? Yes _____ No _____

If yes, please explain:

Pages shelve library materials and may also assist with light clerical duties. They have to stand, walk, lift and bend, push carts and stand on a stool to shelve materials. Are you able to perform the essential functions of the Page position with or without reasonable accommodations? Yes _____ No _____

If no, please explain: _____

EMPLOYMENT/VOLUNTEER DATA

List all previous employment and/or volunteer services for the last 3 years.

EMPLOYER		TELEPHONE
ADDRESS		FINAL SALARY
DATES EMPLOYED From: _____ To: _____	POSITION(S) HELD	SUPERVISOR
REASON FOR LEAVING		

EMPLOYER		TELEPHONE
ADDRESS		FINAL SALARY
DATES EMPLOYED From: _____ To: _____	POSITION(S) HELD	SUPERVISOR
REASON FOR LEAVING		

PERSONAL REFERENCES OTHER THAN FORMER EMPLOYERS AND RELATIVE (Optional)

Name	Address and Telephone
1.	
2.	

CERTIFICATION

I certify that all information contained in this application is true, complete and correct to the best of my knowledge. I understand that any material omission, misrepresentation or falsification of this information is grounds for dismissal from or refusal of employment. I hereby authorize investigation of all statements contained in this application and give permission to contact all or any of my previous employers, references and/or schools for information. I indemnify and hold harmless all persons either providing or receiving information, verbal or written, pursuant to this application.

Applicant's signature

date

Parent/Guardian signature (if applicant is under 18)

FOR LIBRARY USE ONLY

Date interviewed _____ Interviewer(s) _____

Start date _____ Hourly rate _____ Branch/Dept. _____