

CLEVELAND HEIGHTS-UNIVERSITY HEIGHTS PUBLIC LIBRARY

APPLICATION FOR EMPLOYMENT

Applicants may request reasonable accommodation in the application/interview process.

PLEASE PRINT

NAME:	_____	_____	_____
	LAST	FIRST	MIDDLE
ADDRESS:	_____	_____	_____
	STREET	CITY	STATE ZIP CODE
TELEPHONE:	_____	Email:	_____
APPLICATION DATE:	_____	VETERAN:	<input type="checkbox"/> YES <input type="checkbox"/> NO BRANCH OF SERVICE _____
ARE YOU LEGALLY PERMITTED TO WORK IN THE UNITED STATES? <input type="checkbox"/> YES <input type="checkbox"/> NO			

PERSONAL DATA

Position(s) desired? _____ Full-Time Part-Time

How did you hear about this job? _____

Date available to start? _____

Have you previously applied for a job with the Cleveland Heights-University Heights Public Library? YES NO
When: _____

Have you ever been employed by the Cleveland Heights-University Heights Public Library? YES NO
When: _____ Reason for leaving? _____

Are you related to anyone employed by the Cleveland Heights-University Heights Public Library? YES NO

State name and relationship: _____

Do you have any time commitments that might interfere with your employment? YES NO
If yes, please explain _____

Have you ever been employed by another public employer in Ohio? YES NO
If yes, provide place and dates of service _____

Are you able to perform the essential functions of the job(s) for which you are applying **with** or **without** reasonable accommodation?
(Please refer to job description) YES NO
If no, please explain _____

Have you ever been dismissed from or asked to resign from any employment position? YES NO
If yes, please explain _____

Have you ever been convicted of a crime (felony or misdemeanor) other than a minor traffic violation? YES NO
If yes, please explain _____

If you are applying for a position that requires a driver's license to perform the essential duties of the job, please answer the following:

- Do you have a valid Ohio driver's license? YES NO
- If not, are you willing to obtain an Ohio driver's license? YES NO
- Has your driver's license been suspended or revoked within the last three (3) years? YES NO
- Have you had any traffic violations in the past three (3) years? YES NO

If yes, please list:

OFFENSE

APPROXIMATE DATE/YEAR

<u>OFFENSE</u>	<u>APPROXIMATE DATE/YEAR</u>
_____	_____
_____	_____
_____	_____

If employed, why do you wish to leave your present employer?

May we contact your present employer for a reference? YES NO

Describe briefly the type of work which you are best qualified to do by reason of background, education, previous employment or training, and tell why you feel qualified for the position(s) for which you are applying:

List professional organization memberships and offices held, **excluding** those which would indicate race, color, religion, sex, age, national origin, political affiliation, disability and/or ancestry:

EDUCATIONAL DATA

Name of School or College	Location City, State, Zip	Major Subject/Degree	Scholastic Average	Did You Graduate?
High School				
College or University				
Other Schools Attended				
Other (Specify)				

EMPLOYMENT DATA

List all previous employment for the last ten (10) years in chronological order – last position first – including U.S. Military. Attach additional pages if needed or resume if desired.

Employer		Telephone	
Address		Final Salary	
Dates Employed	Positions(s) Held	Supervisor	
From: _____ To: _____			
Duties/Responsibilities:		Reason for leaving:	

Employer		Telephone	
Address		Final Salary	
Dates Employed	Positions(s) Held	Supervisor	
From: _____ To: _____			
Duties/Responsibilities:		Reason for leaving:	

Employer		Telephone	
Address		Final Salary	
Dates Employed	Positions(s) Held	Supervisor	
From: _____ To: _____			
Duties/Responsibilities:		Reason for leaving:	

PERSONAL REFERENCES OTHER THAN RELATIVES (OPTIONAL)

Name	Address and Telephone
1.	
2.	
3.	

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.

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, reference and/or schools for information.

If I am selected for any position for which I have been interviewed, I understand that prior to my starting work, a background check will be conducted and that I will be required to provide my birth date and/or other information depending on the position.

I also give my consent, and will provide my driver's license number, to contact the State Motor Vehicle Department for a Moving Vehicle Violation Report if such information is required to perform the duties of the position.

I indemnify and hold harmless all persons either providing or receiving information, verbal or written, pursuant to this application.

Applicant's signature

Date

This application will be active for six (6) months from the date signed. After six (6) months, an applicant must refile for further consideration.

For Internal Use Only

Starting Date: _____ Starting Rate: _____

Job Title: _____ Branch/Department _____

Cleveland Heights-University Heights Public Library
2345 Lee Road
Cleveland Heights, OH 44118-3493

EQUAL EMPLOYMENT OPPORTUNITY FORM

The Ohio Fair Employment Practice Law prohibits employment practices that discriminate based on race, color, religion, sex, national origin, disability, age or ancestry. The 1964 Civil Rights Act, Title VI, prohibits discrimination based on race, color, religion, sex, or national origin.

The Ohio Administrative Code, Section 4112-5-04, requires the library to record and report the information listed below. Please help us comply by providing the answers to the following questions.

This Equal Employment Opportunity Form will be removed from the Application for Employment and will be kept in a separate confidential file for use in statistical reporting only. It will not be used to determine employment eligibility.

POSITION APPLIED FOR: _____

RACE/ETHNIC GROUP: American Indian/Alaskan Native
 Asian/ Pacific Islander
 Hispanic
 Black
 White
 Other

SEX: Female
 Male

VIETNAM ERA VETERAN: Yes
 No

DISABLED VETERAN: Yes
 No

Do you have a disability or medical condition that needs to be accommodated to provide you with an accessible work environment?

Yes
 No

Referred by: Job Posting Newspaper: _____
 Friend Other (Please specify): _____

This information is to be gathered for Affirmative Action use only.