

STARK COUNTY DISTRICT LIBRARY APPLICATION FOR EMPLOYMENT

715 Market Avenue No., Canton, OH 44702-1018

It is the policy of the Stark County District Library to provide equal employment opportunity for all employees and applicants without regard to race, religion, sex, national origin, physical or mental disability, age, veterans/military reserve status or other basis as prohibited by the state or federal laws.

It is to your advantage to answer all the questions fully and accurately.

Date:

LAST NAME	FIRST	MI (PLEASE PRINT)
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POSITION(S) DESIRED	Expected Salary	Date Available	Full Time _____ Part Time _____	Days Available for Work M T W T F S S (Place check mark on days you ARE available to work.)	Times Available?
1 _____ 2 _____	\$				

PERSONAL DATA

STREET ADDRESS			
CITY		STATE	ZIP
E-MAIL ADDRESS			CELL PHONE NO.
TELEPHONE NO.	Do you have a relative working for the SCDL? Yes _____ No _____	DO YOU HAVE A VALID OHIO DRIVER'S LICENSE?	YES _____ NO _____
ARE YOU AT LEAST 18 YEARS OF AGE?	YES _____ If no, do you have a Work Permit? NO _____	ARE YOU A UNITED STATES CITIZEN OR ARE YOU LEGALLY AUTHORIZED TO WORK IN THE UNITED STATES	YES _____ NO _____

EDUCATION

CHECK ALL THAT APPLY	<input type="checkbox"/> HIGH SCHOOL	<input type="checkbox"/> GED	<input type="checkbox"/> ASSOC.	<input type="checkbox"/> BS/BA	<input type="checkbox"/> MLS	<input type="checkbox"/> MASTERS	<input type="checkbox"/> DOCTORATE
NAMES OF SCHOOLS ATTENDED	CITY AND STATE	GPA	DEGREE EARNED OR EXPECTED	MAJOR	DID YOU GRADUATE Y N		
HIGH SCHOOL							
COLLEGE							
COLLEGE							
TRADE TECHNICAL							
MILITARY TRAINING							

ACTIVITIES AND ACHIEVEMENTS

Please describe activities and participation in or awards from scholastic, business, professional or honorary organizations.
(You may exclude those that indicate citizenship, race, religion, sex, marital status, age, national origin, disability or veteran status.)

HOW DO YOUR KNOWLEDGE, SKILLS AND PAST EXPERIENCE PREPARE YOU FOR EMPLOYMENT WITH THE SCDL?

HR001

EMPLOYMENT (BEGIN WITH MOST RECENT POSITION) MUST BE COMPLETED EVEN IF SUBMITTING A RESUME

LIST MOST RECENT EMPLOYER FIRST	DATES OF EMPLOYMENT		POSITION OR TITLE AND JOB DESCRIPTION	NAME OF IMMEDIATE SUPERVISOR	RATE OF PAY	REASON FOR LEAVING
	MONTH	YEAR				
1. EMPLOYER	FROM	TO				
ADDRESS (INCLUDE CITY AND STATE)						
2. EMPLOYER	FROM	TO				
ADDRESS (INCLUDE CITY AND STATE)						
3. EMPLOYER	FROM	TO				
ADDRESS (INCLUDE CITY AND STATE)						
4. EMPLOYER	FROM	TO				
ADDRESS (INCLUDE CITY AND STATE)						

How many days have you missed from work/school in the past year? _____

Have you ever been discharged from a job? YES _____ NO _____ If yes, please explain:

Date of Discharge
Name of Company

REFERENCES Application will not be considered if all sections not completed **NO RELATIVES PLEASE**

LETTERS REQUESTING REFERENCES WILL BE SENT FROM THE STARK COUNTY DISTRICT LIBRARY.
TWO LETTERS MUST BE RETURNED PRIOR TO AN OFFER OF EMPLOYMENT.

Name	Mailing Address	City	State	Zip Code	Friend or Employer
1					
2					
3					

YOUR PRE-EMPLOYMENT STATEMENT - (Please read carefully)

- I voluntarily give to the Stark County District Library the right to make a thorough investigation of my past employment, my educational records, and other employment related activities. I agree to cooperate in such investigations and do hereby release from all liability or responsibility all persons, educational institutions and systems, companies, or corporations supplying such information.
- I understand that an offer of employment creates no obligation upon you, the employer, to continue to employ me in the future.
- I certify that the information given by me in this application is true and complete. I understand and agree that any false information, misrepresentation, or concealment of fact is sufficient grounds for either immediate discharge without recourse, or refusal of employment by the Library.

Applicant's Signature

Date

HR use only	Hired	Date	Position	Agency	Rate \$
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