



**TUSCARAWAS COUNTY
PUBLIC LIBRARY SYSTEM**

**121 Fair Avenue NW
New Philadelphia, OH 44663**

330-364-4474

www.tusclibrary.org

APPLICATION FOR EMPLOYMENT

Please read carefully – All questions on this application must be answered fully before it will be accepted. **All answers must be printed in ink or typewritten.**

Any willful misrepresentation, omission, or falsification of information on this application is sufficient cause for disqualification of the applicant or the discharge of employee after hiring.

I. PERSONAL INFORMATION

Name: _____

Address: _____

City/State: _____ ZIP _____

Telephone: _____ Email: _____

Today's Date: _____

A. Are you a citizen of the United States or do you have a legal right to be employed in the United States?

Yes_____ No_____

B. Have you ever belonged to the Public Employees Retirement System of Ohio?

Yes_____ No_____

C. Do you have relatives currently on the board of Trustees or among the employees of the Tuscarawas County Public Library system?

Yes_____ No_____

If yes, give names(s) and relationship:

(Library policy prohibits hiring immediate relatives of employees or trustees.)

D. How long have you lived at your present address? _____

II. EMPLOYMENT DESIRED

A. Position title for which you are applying: _____

B. Type of work: (Please check **all** types of work in which you are interested.)

Public Service:

Adult Reference Department _____
Children's Department _____
Circulation Department _____
Branch Library _____

Support Service:

Administrative _____
Custodial _____
Page _____
Security _____
Technical Services _____

C. Hours of work: (Please check all that apply.)

Full-time _____
Part-time _____

D. Normal library scheduling requires employees to work some evenings, and some Saturdays. Are there hours or days you would be unable or unwilling to work?

Yes _____ No _____

If yes, please specify:

E. Date available to begin work: _____

F. Have you ever worked for the Tuscarawas County Public Library system before?

Yes _____ No _____

If yes, please list when, where, and position(s) held:

G. If you worked under another name(s), please list that name:

H. Have you ever been discharged or asked to resign from a position?

Yes _____ No _____

If yes, please explain:

I. Have you ever worked in a library?

Yes _____ No _____

If yes, please give job description and describe typical duties:

III. EDUCATION AND TRAINING

A. High School:

1. School Name: _____
Address: _____
Diploma received? Yes _____ No _____ Date _____

B. Trade or Vocational School:

1. School Name: _____
Address: _____
Degree/Certification? Yes _____ No _____ Date _____
Degree Type: _____

2. School Name: _____
Address: _____
Degree/Certification? Yes _____ No _____ Date _____
Degree Type: _____

C. College:

1. School Name: _____
Address: _____
Degree/Certification? Yes _____ No _____ Date _____
Degree Type: _____

2. School Name: _____
Address: _____
Degree/Certification? Yes _____ No _____ Date _____
Degree Type: _____

D. Graduate Education:

1. School Name: _____
Address: _____
Degree/Certification? Yes _____ No _____ Date _____
Degree Type: _____

E. Other education, training, experience, or special skills that would be useful?

F. What computer software programs can you use?

IV. WORK HISTORY (Please complete even if submitting a resume.)

A. List names of employers in consecutive order with present or last employer listed first.

1. From: _____ To: _____ Salary: _____
Place: _____
Address: _____
Supervisor: _____
Telephone: _____
Email Address: _____
Job Title: _____
Major Duties: _____
Reason for Leaving: _____

2. From: _____ To: _____ Salary: _____
Place: _____
Address: _____
Supervisor: _____
Telephone: _____
Email Address: _____
Job Title: _____
Major Duties: _____
Reason for Leaving: _____

3. From: _____ To: _____ Salary: _____
Place: _____
Address: _____
Supervisor: _____
Telephone: _____
Email Address: _____
Job Title: _____
Major Duties: _____
Reason for Leaving: _____

B. If self-employed, give firm name and supply two (2) business references.

Firm Name: _____
Address: _____
Telephone: _____ Email: _____

Business Reference: _____
Address: _____
Telephone: _____ Email: _____

Business Reference: _____
Address: _____
Telephone: _____ Email: _____

C. May we contact your current employer?
Yes _____ No _____

D. How did you learn about this employment opportunity?

V. REFERENCES

A. Please list 3 references who **are not** relatives or former employers.

1.	Name:	_____
	Address:	_____
	City/State:	_____ Zip: _____
	Telephone:	_____ Email: _____
	Occupation:	_____
2.	Name:	_____
	Address:	_____
	City/State:	_____ Zip: _____
	Telephone:	_____ Email: _____
	Occupation:	_____
3.	Name:	_____
	Address:	_____
	City/State:	_____ Zip: _____
	Telephone:	_____ Email: _____
	Occupation:	_____

IV. DECLARATION OF APPLICANT

Please read carefully-This Declaration of Applicant **must be signed and dated in ink** by the applicant. Please read the following paragraphs carefully before signing.

My signature below authorizes the Tuscarawas County Public Library to contact any agency, company, or individual it deems appropriate to investigate my employment history, character, and qualifications; and authorizes release of information in connection with my application for employment. This investigation may include, but not be limited to, such information as criminal or civil conviction, driving records, previous employers and educational sources.

I hereby affirm that there are no willful misrepresentations, omissions, or falsifications in the foregoing statements, answers to questions, and any attachments hereto. I am aware that should an investigation disclose any misrepresentation, omission, or falsification, I may be disqualified; or, if I have already been hired, my employment may be terminated.

In the event that I am employed by the Tuscarawas County Public Library, I agree to comply with all of its orders, rules, and regulations and understand that employment with the Tuscarawas County Public Library automatically includes membership in the O.P.E.R.S. (Ohio Public Employees Retirement Systems) as provided under the Ohio Revised Code. I understand that my employment is "at-will" and may be terminated by myself or by the library at any time for any reason at all, with or without prior notice.

Signature of Applicant

Date

The Tuscarawas County Public Library does not discriminate on the basis of race, color, national origin, age, religion, height, weight, disability, martial status, sex, sexual orientation, political affiliation, or veteran status in accordance with applicable state or federal employment laws. No person shall be denied employment solely because of any impairment that is unrelated to the ability to engage in activities involved in the position for which application has been made.