

Employment Application

Prospective employees will receive consideration without discrimination because of race, creed, color, sex, age, national origin or handicap.

The Clermont County Public Library (CCPL) is a drug-free, smoke-free workplace.

Personal

Last Name			First	Middle	Date
Address			City	State	Zip
email Address			Phone Number		

Employment Information

Position for which you are applying:

Type of work desired: Full time Part time Page

Employment with the Clermont County Public Library involves working weekends and evenings. Yes No

Are you able to make accommodations for these hours?

How did you find out about CCPL? _____ Date available for work: _____

Are you 18 years or older? Yes No Do you have a legal right to work in the U.S.? Yes No

Have you previously interviewed with CCPL? Yes No

If yes, please indicate position:

Have you ever been convicted of a felony? Yes No

Have you been convicted of a misdemeanor during the last 5 years? Yes No

If yes, please explain convictions (*conviction of a crime will not necessarily disqualify an applicant from employment*).

Do you have a valid driver's license? Yes No

Education

School	Name & Location of School	# of years completed	Did you graduate?	Degree or Diploma
College				
High				
Other				

Related Skills and Qualifications

Please list other information which you believe will be helpful in considering you for employment, such as additional technical skills, qualifications, work experiences, volunteer work, awards, professional associations, etc. Exclude information that discloses race, color, religion, national origin, sex, age, handicap or veteran status. Use additional pages, if necessary.

Employment

Please give accurate, complete full-time and part-time employment record. Start with present or most recent employers. Attach additional sheets if necessary.

Company Name		Telephone	
Address		Dates of Employment	
		From (mo/yr)	To (mo/yr)
Supervisor Name		Weekly Pay	
		Starting	Ending
Job Title & Duties			
Reason for Leaving			
May we contact employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Company Name		Telephone	
Address		Dates of Employment	
		From (mo/yr)	To (mo/yr)
Supervisor Name		Weekly Pay	
		Starting	Ending
Job Title & Duties			
Reason for Leaving			
May we contact employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			

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		Starting	Ending
Job Title & Duties			
Reason for Leaving			
May we contact employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Business Reference Data

Please list references such as former supervisors, teachers or business associates. Exclude relatives.

Name	Address	Phone

Agreement

I certify that all information on this application is accurate and complete to the best of my knowledge and understand that misleading or false statements will constitute sufficient cause for refusal to hire or termination of my employment. I understand that, if I accept employment with CCPL, it will be employment at will, which means that either the Library or I have the right to terminate the employment relationship at anytime, for any reason, with or without cause or notice.

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Signature

Date