

CLEVELAND HEIGHTS-UNIVERSITY HEIGHTS PUBLIC LIBRARY

APPLICATION FOR EMPLOYMENT

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

PLEASE PRINT

Please email your completed application form, resume and cover letter to: jobs@heightslibrary.org

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

Have you ever been dismissed from or asked to resign from any employment position? 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.

This employment application does not seek information regarding the applicant's criminal record. However, the Library reserves the right to make inquiry into the applicant's criminal record, to conduct a criminal background check and to condition any offer of employment on the information obtained from any such inquiry or background check. In evaluating an applicant's criminal record, the Library shall make an individualized assessment, utilizing the factors permitted by applicable law.

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 one (1) year from the date signed. After one (1) year, 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

