Employment Application

Date

Personal Information

First Name	Last Name	Nickname
Street Address		
City	State	Zip
Phone Number		
Email		

Employment Desired

Position applying for	Seeking full-time or part-time	Date you can start
Availability (mornings, afternoons, evenings, weekends)		
Are you employed now	If so, may we contact your present employer	
Have you ever applied to or worked for the library previously	If so, dates and position of previous employment	
Do you have any relatives employed by the library	If so, names, position and relationship to you	

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Education and Training

High School

Name	Location	Number of years attended	Did you graduate

College/University

Name	Location	Number of years attended	Did you graduate

Graduate School

Name	Location	Number of years attended	Did you graduate

Other

Name	Location	Number of years attended	Did you graduate

Additional Information

List any certificates, licenses, special skills, etc. you have

List any software you are proficient in using

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Employment History (list most recent first)

Employer name	Employer address	Employer phone number
Position held		Employment start and end dates
Supervisor's name and title		
Reason for leaving		
Brief job description		

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Employer name	Employer address	Employer phone number

Position held	Employment start and end dates

Supervisor's name and title

Reason for leaving

Brief job description

References

Name	Email address	Phone number	Relationship	Years known

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"I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the library from liability for any damage that may result from utilization of such information.

I also understand and agree that nothing in this Application for Employment creates, or should be interpreted to create, an employment contract for any specific length of time between the library and any employee.

This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws.

I understand that a Criminal Background Check will be required prior to my employment. I also understand that a conviction will not automatically result in disqualification from employment."

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document upon hire.

In compliance with the Americans with Disabilities Act, the Library will provide reasonable accommodation to employees who are qualified individuals with a disability as long as it does not cause undue hardship for the library.

The Piqua Public Library is an at-will employer. This means that, if employed, an employee has the right to terminate his or her employment at any time without cause or notice, and that the library has the right to terminate the employment of any employee at any time with or without cause or notice. Unless authorized by a written agreement, signed by the president of the board, no manager or other representative of the library has the authority to enter into any agreement for employment for any specified period of time.

Signature Date