



STAFF USE ONLY	
Application Date:	_____
Interview Date:	_____
Hire Date:	_____
Orientation Date:	_____

Employment Application

Last Name: _____ **First Name:** _____ **Middle Initial:** _____

Preferred Name: _____ **Date of Birth:** _____

Address: _____

Phone: _____ cell home OK to text

Email: _____

Ohio Driver's License number, if you have one: _____

Are you over 18? Yes No

Are you a citizen of the United States or do you have the legal right to be wemployed in the United States? Yes No

Have you ever belonged to the Ohio Public Employees Retirement System? Yes No

Do you have relatives currently on the Board of Trustees or among the employees of the Louisville Public Library?
 Yes No

If yes, list name(s) and relationship(s): _____

Have you ever worked at the Louisville Public library? If so, when and in what position? _____

Position title for which you are applying: _____
Please see job posting and position description for title.

Normal Library scheduling requires personnel to work some evenings and weekends. What days or hours would you be unable or unwilling to work? _____

Date when you are available to start work: _____

Have you ever been discharged or requested to resign from a position? Yes No

Are you able and willing to perform the task of the job for which you are applying? Yes No

If No, what accommodations would you need to perform the tasks of the job? _____

Education and Training

	Name of School	Years Attended	Major or Course of Study	Degree Completed
High School				
Trade or Vocational				
College or University (Undergraduate)				
Graduate Education				
Additional Training				

Work History

	Most Recent Employer	Employer	Employer
Place of Employment			
Dates Employed			
Job Title			
Major Duties			
Reason for Leaving			
Phone			

May we contact your present employer? Yes No

References

List three references to whom you are not related.

	Reference 1	Reference 2	Reference 3
Name			
Occupation			
Address			
Email			
Phone			
How long have you known this reference?			

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 factors permitted by applicable law.

Declaration of Applicant

Read the following paragraphs carefully before signing.

This Declaration of Applicant must be signed and dated in ink by the applicant.

My signature below authorizes the Louisville 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 waive my right of access to any such information, and without limitation hereby release the Louisville Public Library and the reference source from any liability in connection with its release or use.

Furthermore, I hereby affirm that there are no willful misrepresentations, omissions, or falsifications in the foregoing statements, answer to questions, and any attachments hereto. I am aware that should an investigations 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 Louisville Public Library, I agree to comply with all of its policies, rules, and regulations and understand that employment with the Louisville Public Library automatically includes membership in the O.P.E.R.S. (Ohio Public Employees Retirement System) as provided under the Ohio Revised Code. I understand that no one in the Library is authorized to enter into any written or verbal employment contracts with me without the consent of the Director. I understand that my employment is "at-will" and may be terminated by myself or by the Library at any time for an reason at all, with or without prior notice.

Signature of applicant: _____

Date: _____

The Louisville Public Library does not discriminate on the basis of race, color, national origin, age, religion, height, weight, disability, marital status, sex, sexual orientation, political affiliation, or veteran status in accordance with applicable state or federal law in employment. 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 is being made.

*Thank you for applying for employment with the
Louisville Public Library!*