



GEAUGA COUNTY PUBLIC LIBRARY
12701 Ravenwood Dr., Chardon OH 44024 (440)286-6811

APPLICATION FOR EMPLOYMENT

Geauga County Public Library is an Equal Employment Opportunity employer. It is the philosophy, intent and commitment of the Library to adhere to a policy of equal employment opportunities for all applicants and employees without regard to race, color, religion, sex, age, ancestry, national origin, veteran status, mental or physical disability or any other status protected by law.

When completing this application, do not leave any questions blank. Do not substitute "see resume" for any requested information. Complete one application for every job for which you are applying.

THIS APPLICATION WILL REMAIN ACTIVE FOR THREE (3) MONTHS UPON SIGNING.

Personal Data

Last Name		First	Middle	Date
Street Address/Mailing Address				Home Phone
City, State, Zip Code				Cell Phone
Are you 18 years or older? <input type="checkbox"/> Yes <input type="checkbox"/> No		e-mail address		
If not, do you have a work permit? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Position Desired			Salary Desired	
Where did you hear about this position?				
<input type="checkbox"/> GCPL Website		<input type="checkbox"/> Indeed		<input type="checkbox"/> Referred by _____
<input type="checkbox"/> Facebook		<input type="checkbox"/> Twitter		<input type="checkbox"/> Other _____
When are you able to begin work?				Are you currently employed?
				<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you available to work:				
<input type="checkbox"/> Full-Time		<input type="checkbox"/> Part-Time		<input type="checkbox"/> Substitute
<input type="checkbox"/> Temporary				
Are you legally eligible for employment in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No			Are you able to work a varied schedule, including nights and weekends? <input type="checkbox"/> Yes <input type="checkbox"/> No	
At which building(s) are you interested in working?				
<input type="checkbox"/> Bainbridge <input type="checkbox"/> Chardon <input type="checkbox"/> Geauga West <input type="checkbox"/> Middlefield <input type="checkbox"/> Newbury <input type="checkbox"/> Thompson				
<input type="checkbox"/> Mobile Services <input type="checkbox"/> Administrative Center <input type="checkbox"/> Any facility				
Do you have any relatives who work for this library system or are on the Board of Trustees? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, please list:				
Name: _____				
Relationship: _____				

Employment History (List most recent employer first)

Company Name:	Telephone Number:
Address:	Employed (mm/yy) From: _____ To: _____
Name and Title of Supervisor:	Annual or Hourly Pay Start: \$ _____ Finish: \$ _____
Job Title and Job Duties:	Reason for Leaving:

Company Name:	Telephone Number:
Address:	Employed (mm/yy) From: _____ To: _____
Name and Title of Supervisor:	Annual or Hourly Pay Start: \$ _____ Finish: \$ _____
Job Title and Job Duties:	Reason for Leaving:

Company Name:	Telephone Number:
Address:	Employed (mm/yy) From: _____ To: _____
Name and Title of Supervisor:	Annual or Hourly Pay Start: \$ _____ Finish: \$ _____
Job Title and Job Duties:	Reason for Leaving:

Education

School Name, Address and Phone Number	High School	College/University	Graduate/Professional
Years Completed	<input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
Diploma/Degree			
Course of Study			
Honors Received			

Degree of educational achievement is considered in the hiring process only to the extent that specific educational achievement is a requirement for performing the job.

Special Skills and Training

Do you have any other advanced training, continuing education or special study experience that you think would be helpful in the position for which you are applying? Please list:

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In which computer programs do you feel you have proficiency?

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References (Work, educational or volunteer)

Name	Relationship	Years Known	Contact information
			Email
			Phone
			Email
			Phone
			Email
			Phone

May we contact your current employer? Yes No

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.

Applicant’s Certification and Agreement

“I understand and agree that, if I am employed by the Geauga County Public Library, my employment and/or compensation is entirely ‘at will,’ which means neither are guaranteed for any definite period of time, and that my employment and/or compensation can be modified or terminated, with or without cause, and regardless of the date of payment of my wages and salary, and with or without prior notice at any time, at the option of either the Geauga County Public Library or myself. I understand and agree that Geauga County Public Library reserves the right to establish and change any of the terms and conditions of my employment at its discretion at any time as it deems appropriate. I understand and agree that if any previous agreements between any Geauga County Public Library representative and myself have been made, they are superseded by the contents of this Agreement. I understand and agree that no representative of Geauga County Public Library has any authority to enter into any agreement to the contrary and that the only contract of employment that may be entered into must be approved in writing by the Director and approved by the Library’s Board by an affirmative vote of its members.

I authorize the investigation of any and all of my background, qualifications and/or any other information from whomever the Geauga County Public Library deems appropriate or desires, as I also authorize the release of any and all information by whomever the Geauga County Public Library deems appropriate or desires. I also release all parties from all liability for any damage that may result from furnishing this information to the Geauga County Public Library. This release extends to all information deemed appropriate to be released by any requesting and/or releasing party, personal or otherwise, as well as to the Geauga County Public Library itself, should it find it necessary at any time to release any information regarding myself, my employment record, or my employment status to any individual or organization the Geauga County Public Library deems worthy of receiving such information.

I also certify that the facts contained in this application are true and complete to the best of my knowledge and understanding that if I am employed, any statements I have falsified on this Application shall be grounds for dismissal. I further certify that I have read all of the foregoing, understand the same and do hereby voluntarily agree to all of the provisions contained herein.”

READ CAREFULLY BEFORE SIGNING

“I AGREE THAT ANY CLAIM OR LAWSUIT RELATING TO THIS APPLICATION OR TO MY SUBSEQUENT EMPLOYMENT IF I AM HIRED BY THE GEAUGA COUNTY PUBLIC LIBRARY MUST BE FILED NO MORE THAN SIX (6) MONTHS AFTER THE EMPLOYMENT ACTION OCCURS GIVING RISE TO THE CLAIM THAT IS THE SUBJECT OF THE LAWSUIT. I WAIVE ANY STATUTE OF LIMITATIONS TO THE CONTRARY.”

THIS WAIVER DOES NOT PRECLUDE ME FROM FILING A CHARGE OF DISCRIMINATION OR OTHER CHARGE WITH THE APPROPRIATE GOVERNMENTAL AGENCIES AND DOES NOT PRECLUDE ME FROM ADHERING TO STATUTORY TIME LIMITS WITH RESPECT TO THE FILING OF A CHARGE OR A SUBSEQUENT LAWSUIT STEMMING FROM SUCH CHARGE.

Applicant’s Signature

Date