

Application for Employment

APPLICANT SCREENING PROCEDURES AND TIMEFRAMES FOR POSITIONS WITHIN AMHERST PUBLIC LIBRARY

Amherst Public Library is committed to following the Uniform Selection Guidelines of the Federal Government's Equal Employment Opportunity Commission, which entail thorough screening of qualified job applicants on job-related criteria.

It is important that you know:

1. Applications are accepted at any time and kept on file for 6 months.
2. Not all job applicants are called for interviews. Only those who follow instructions for filling out the written job applications completely, who meet all the job qualifications, and who are among the best potential candidates for any position are contacted.
3. A detailed work reference check will be undertaken prior to extending a job offer. Offers of employment may be contingent upon a criminal background check, a credit reference check and a BMV driving record check as necessary.
4. Once an applicant has accepted an offer of employment, all other applicants that were interviewed are sent a written notification that the job has been filled.

If you need an accommodation in order to perform the essential job functions please describe your need(s) in the space provided.

NOTE: Your signature is required on your completed job application.

AMHERST PUBLIC LIBRARY

221 Spring Street, Amherst, OH 44001
Phone (440) 988-4230

Application for Employment

PLEASE COMPLETE ALL SECTIONS OF THIS APPLICATION, ATTACH SEPARATE SHEET FOR ANY ADDITIONAL INFORMATION

PLEASE TYPE OR PRINT

Applicant's Name _____ **Date Applied** _____

Street Address _____ Home Phone _____

City • State • ZIP _____ Business Phone _____

Position Applied For _____ Resume Attached PLEASE KEEP THIS CONFIDENTIAL

Hours Available (check all that apply) Full Time Part Time Other _____

**AMHERST PUBLIC LIBRARY EMPLOYEES MAY BE REASSIGNED.
INITIAL ASSIGNMENT IS SUBJECT TO CHANGE BASED ON LIBRARY NEEDS.**

Are you a U.S. Citizen? Yes No

If No, are you entitled to work in the U.S.A. according to the requirements of the Immigration Reform and Control Act of 1986? YES NO

Explain: _____

High School

	Graduated: <input type="checkbox"/> YES <input type="checkbox"/> NO	GED: <input type="checkbox"/> YES <input type="checkbox"/> NO
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College

	<i>FROM</i>	<i>TO</i>	<i>DEGREE</i>

College

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Graduate School

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Additional Education and/or Training

Clerical/ Mechanical Skills

Knowledge Skills & Other Activities

Professional Memberships & Other Activities

Is anyone on the Library staff a relative? Yes No

Name _____ Relationship _____

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EXPERIENCE

START WITH YOUR CURRENT POSITION. Give separate treatment to each position held. Account for major periods of unemployment in separate blocks. In your description of duties, include the most important knowledge, skills and abilities related to the job. Describe experiences related to the position applied for.

Name of Employer _____	Date From _____ To _____
Address _____	
City • State • ZIP _____	
Telephone: _____ Average Hours Worked/Week _____ Salary _____	

Job Title and Description of Responsibilities and Duties

Reason for Leaving

May we contact this employer for Reference?

YES; Supervisor's Name _____ No; Explain: _____

Name of Employer _____	Date From _____ To _____
Address _____	
City • State • ZIP _____	
Telephone: _____ Average Hours Worked/Week _____ Salary _____	

Job Title and Description of Responsibilities and Duties

Reason for Leaving

May we contact this employer for Reference?

YES; Supervisor's Name _____ No; Explain: _____

Name of Employer _____	Date From _____ To _____
Address _____	
City • State • ZIP _____	
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Job Title and Description of Responsibilities and Duties

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I learned of this position vacancy from the following source (*check one only*)

- Job Posting in Amherst Public Library facility.
- Job Posting in Agency other than Amherst Public Library facility.

Please name the agency _____

- Ad—Newspaper, Journal
- Phone Call/ Visit to Amherst Public Library
- Online Web posting (please specify website) _____
- Other (please be specific) _____

I have read all of the information on the preceding page and understand as indicated by my signature below.

If you need accommodation in order to perform the essential job functions and/or to take the preliminary screening please describe your need(s) in the space provided.

By signing this application I certify that the information is complete and accurate to the best of my knowledge and that I have not made any attempt to conceal information. Falsification is cause for rejection of application or dismissal.

Applicant's Signature: _____ Date: _____

Transcripts and references may be requested.

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