

Application for Employment

Pre-Employment Questionnaire
Equal Opportunity Employer

Date _____ / _____ / _____

Personal Information

Name (Last , First)		Nickname	
Present Address	City	State	Zip Code
Home Phone No.		Cell Phone No.	
Email Address		Referred By:	

Employment Desired

Position	Date You Can Start	Part Time <input type="checkbox"/> Full Time <input type="checkbox"/>	Salary Desired
Are You Employed Now? <input type="checkbox"/> Yes <input type="checkbox"/> No	If So, May We Contact Your Present Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Ever Applied or Worked for the Library Previously? <input type="checkbox"/> Yes <input type="checkbox"/> No	Details of Previous Employment at Library		
Do you have any relatives employed by the Library? <input type="checkbox"/> Yes <input type="checkbox"/> No	Name & Relationship to You		

Education History

	Name & Location of School	Years Attended	Did You Graduate?	Subjects Studied
High School				
College				
Trade, Business, or Correspondence School				

General Information

Subject of Special Study/Research Work	
Special Training	
Special Skills	
U.S. Armed Services Experience	Rank

Notes/Comments

Add any information you want the Library to know or consider.

References

(Provide the Names of Three Persons Not Related to You, Whom You Have Known at Least One Year. Co-workers are Preferred.)

Name	E-Mail Address	Phone	Relationship	Years Known

Former Employers

(List Last Four Employers, Starting With Last One First)

Date Month and Year	Name & Address of Employer	Pay	Position	Reason for Leaving
From				
To				
From				
To				
From				
To				
From				
To				

Authorization

"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. The Troy-Miami County Public Library will provide me with written notice regarding the use of this report and will also obtain a separate written authorization from me to consent to the report. 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 Troy-Miami County 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.

Date

Signature

Complete this application and return it along with a current resume in person, or by mail to: Human Resources, Troy-Miami County Public Library, 419 W. Main Street, Troy OH 45373.