## PIQUA PUBLIC LIBRARY

## 116 WEST HIGH STREET PIQUA, OH 45356

PHONE: 937-773-6753 FAX: 937-773-5981

EMAIL: ODAJA@OPLIN.ORG

APPLICATION FOR EMPLOYMENT

A completed a	application is required fo	r <u>each</u> job openi Please	ng. Resumes wi type or print c	ll <u>not</u> be accepted learly in ink.	as a substitute	for a complete	ed application.	
Personal Info	ormation					·		
NAME:	Last		First Mi		Middle	Social Security No.		
PRESENT ADDRESS:	Street / Apt.#	Ci	ty		State	Zi	p Code	
PHONE NUMBERS:	Home	W	Work			Other		
	ubmit a work permit if em	☐ Yes ☐ ployed? ☐ Yes ☐		ed, can you submit v tes? 🖸 Yes 📮 N	erification of yo	ır legal right to	work in the	
Employment l	Desired				TT 1:3	. 1	this mosition?	
Position		r , r			How did yo	u learn about	tnis position?	
Employment desired:  Part-time					to work:			
May we contac	et your present employer	: 🔾 Yes 🗘 No	Previou	sly employed by L	ibrary? 🛚 Ye	es 🛭 No		
Can you safely accommodation	perform all the essentians? \( \square\) Yes \( \square\) No Ple	l functions of the asse describe acco	e position for whommodations ne	iich you are applyi eded, if any:	ng with or wit	nout reasonabl	e	
	Do any of your relatives If Yes, please give their name and department:							
work for the in	orary? 🛘 Yes 🗘 No							
Educational F	Background							
School Type	Name and Location o	f Institution   C	ircle Last Year	Major Course	of Study	Dates	Degree	
High School		9	10 11 12			•		
College		1	2 3 4	•				
Graduate School		1	2 3 4					
Technical or Trade School		1	2 3 4					
Related Certifi	cates or Licenses:						:	
Seminars or O	ther Training:							

Employment History   E	Begin with most recent emp	noyer, attach addition	onal sheets if necessary.		
Employer Name	Type of Business	,	Business Phone		
Street Address	City	State	Zip Code		
Position Held	Hours per week	Ending Salary	Employment Dates From: To:		
Names and Title of Supervisor		Reason for Leavin	g .		
Duties:					
Employer Name	Type of Business		Business Phone		
Street Address	City	State .	Zip Code		
Position Held	Hours per week	Ending Salary	Employment Dates From: To:		
Names and Title of Supervisor		Reason for Leavin	g		
Duties:					
Employer Name	Type of Business		Business Phone		
			Zip Code		
Street Address	City	State	Zap Code		
	City Hours per week	State Ending Salary	Employment Dates From: To:		
Address	-		Employment Dates From: To:		
Address Position Held	-	Ending Salary	Employment Dates From: To:		
Address  Position Held  Names and Title of Supervisor	-	Ending Salary	Employment Dates From: To:  Business Phone		
Address  Position Held  Names and Title of Supervisor  Duties:	Hours per week	Ending Salary	Employment Dates From: To:		
Address  Position Held  Names and Title of Supervisor  Duties:  Employer Name  Street	Hours per week  Type of Business	Ending Salary  Reason for Leavin	Employment Dates From: To:  Business Phone		
Address  Position Held  Names and Title of Supervisor  Duties:  Employer Name  Street  Address	Hours per week  Type of Business  City	Ending Salary  Reason for Leavin  State	Employment Dates From: To:  Business Phone '  Zip Code  Employment Dates From: To:		
Address  Position Held  Names and Title of Supervisor  Duties:  Employer Name  Street  Address  Position Held	Hours per week  Type of Business  City	Ending Salary  Reason for Leavin  State  Ending Salary	Employment Dates From: To:  Business Phone '  Zip Code  Employment Dates From: To:		

Have you ever been discharged or requested or forced to sesign from any position because of misconduct or unsatisfactory service?  Special Job-Related Skills and Qualifications  List any office machines, equipment or computer programs related to the position you are applying for that you are qualified to operate:  Rate your keyboarding (typing) skills: None Beginner Intermediate Highly proficient  Relate any additional information that more fully conveys your qualifications:  Other than English, list other languages you speak fluently:  References (do not include relatives)  Name and Occupation Address Telephone Numbers  Home: Work: Home: Work: Home: Work: Home: Work:  Please indicate any other name used during employment or while in school:  Applicant's Certification and Agreement				
No	Convicted of a crime (this includes drink, negligent or			Explanation for YES answer
Special Job-Related Skills and Qualifications	Have you ever been convicted of any crime against persons within the last ten years? If so, please specify the crime(s), date of conviction, and place of conviction.			
List any office machines, equipment or computer programs related to the position you are applying for that you are qualified to operate:  Rate your keyboarding (typing) skills:	Have you ever been discharged or requested or forced to resign from any position because of misconduct or unsatisfactory service?		1 1	Con Superior Con S
Relate any additional information that more fully conveys your qualifications:    Collection   Content   C	* .		,	
References (do not include relatives)  Name and Occupation  Address  Telephone Numbers  Home: Work:  Home: Work:  Please indicate any other name used during employment or while in school:  Applicant's Certification and Agreement  Please read before signing.  Thereby certify that all information in this application form is true and correct to the best of my knowledge and agree to have any of the statements and any other perfinent information in this application form is true and correct to the best of my knowledge and agree to have any of the statements and any other perfinent information in this application form is true and correct to the best of my knowledge and agree to have any of the statements and any other perfinent information that they may have. Further, I release all parties and persons from any and all liabilities for any damages that may result from funnishing such information to the library as well as from the use or disclosure of such information by the library or any of its agents, employees or representatives. I understand that any misrepresentation, falsification or material omission of information on this application may result in my failure to receive an offer or, if I am hird, my dismissal from employment.  I also understand that all offers of employment are also conditioned on the library's receipt of satisfactory responses of reference requests and a criminal background check, when required.	List any office machines, equipment or comp	outer programs re	lated to the positi	ion you are applying for that you are qualified to operate:
Other than English, list other languages you speak fluently:  References (do not include relatives)  Mame and Occupation  Address  Telephone Numbers Home: Work: Home: Work: Home: Work: Home: Work: Home: work:  Home: how conditions and Agreement  Please indicate any other name used during employment or while in school:  Applicant's Certification and Agreement  Flease read before signing. Thereby certify that all information in this application form is true and correct to the best of my knowledge and agree to have any of the statements checked by the library. I sultorize the references listed above to provide the library any and all information concerning my previous employment and any other pertinent information that they may have. Further, I release all parties and persons from any and all liabilities for any damages that may result from finishings used information to the library awal as from the use or disclosure of such information to the library or any of its agents, employees or representatives. I understand that any misrepresentation, falsification or material omission of information to this application may result in my failure to receive an offer or, if I am bired, my dismissal from employment.  I also understand that all offers of employment are conditioned on the Irbrary's receipt of satisfactory responses of reference requests and a criminal background check, when required.	Rate your keyboarding (typing) skills:	☐ None	☐ Beginner	☐ Intermediate ☐ Highly proficient
Name and Occupation  Address  Telephone Numbers  Home: Work: Home: Work: Home: Work:  Home: Work:  Home: Work:  Home: Work:  Home: Work:  Home: Work:  Home: Work:  Home: Work:  Home: Work:  Home: Work:  It is a separate to have any other name used during employment or while in school:  Please indicate any other name used during employment or while in school:  Applicant's Certification and Agreement  Please read before signing.  I hereby certify that all information in this application form is true and correct to the best of my knowledge and agree to have any of the statements checked by the library. I authorize the references listed above to provide the library any and all information concerning my previous employment and any other pertinent information that they may have. Further, I release all parties and persons from and all liabilities for any damages that may result from furnishing such information to the library as well as from the use or disclosure of such information by the library or any of its agents, employees or representatives. I understand that any misrepresentation, falsification or material omission of information on this application may result in my failure to receive an offer or, if I am hired, my dismissal from employment.  I also understand that all offers of employment are conditioned on the library's receipt of satisfactory responses of reference requests and a criminal background check, when required.	Relate any additional information that more	fully conveys you	r qualifications:	
Name and Occupation  Address  Telephone Numbers  Home: Work:  Home: Work:  Home: Work:  Home: Work:  Please indicate any other name used during employment or while in school:  Applicant's Certification and Agreement  Please read before signing. I hereby certify that all information in this application form is true and correct to the best of my knowledge and agree to have any of the statements checked by the library, I authorize the references listed above to provide the library any and all information concerning my previous employment and any other pertinent information that they may have. Further, I release all parties and persons from any and all liabilities for any damages that may result from furnishing such information to the library as well as from the use or disclosure of such information by the library or any of its agents, employees or representatives. I understand that any misrepresentation, falsification or material omission of information on this application may result in my failure to receive an offer or, if I am hired, my dismissal from employment.  I also understand that all offers of employment are conditioned on the provision of satisfactory proof of applicant's identity and legal authority to work in the U.S. Offers of employment are also conditioned on the library's receipt of satisfactory responses of reference requests and a criminal background check, when required.	Other than English, list other languages you	speak fluently:		
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Work:  Home: Work:  Home: Work:  Home: Work:  Applicant's Certification and Agreement  Please indicate any other name used during employment or while in school:  Applicant's Certification and Agreement  Please read before signing.  I hereby certify that all information in this application form is true and correct to the best of my knowledge and agree to have any of the statements checked by the library. I authorize the references listed above to provide the library any and all information concerning my previous employment and any other pertinent information that they may have. Further, I release all parties and persons from any and all liabilities for any damages that may result from furnishing such information to the library as well as from the use or disclosure of such information by the library or any of its agents, employees or representatives. I understand that any misrepresentation, falsification or material omission of information on this application may result in my failure to receive an offer or, if I am hired, my dismissal from employment.  I also understand that all offers of employment are conditioned on the provision of satisfactory proof of applicant's identity and legal authority to work in the U.S. Offers of employment are also conditioned on the library's receipt of satisfactory responses of reference requests and a criminal background check, when required.	Name and Occupation		· ·	
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Applicant's Signature: Date:	checked by the library. I authorize the refere and any other pertinent information that the may result from furnishing such information agents, employees or representatives. I this application may result in my failure I also understand that all offers of employment work in the U.S. Offers of employment and a criminal background check, when	ences listed above y may have. Furth to the library as understand that to receive an o ent are conditione are also condition required.	to provide the litter, I release all powell as from the vany misreprese. Iffer or, if I am led on the provision oned on the libration.	brary any and all information concerning my previous employment parties and persons from any and all liabilities for any damages that use or disclosure of such information by the library or any of its entation, falsification or material omission of information on hired, my dismissal from employment.  On of satisfactory proof of applicant's identity and legal authority to grary's receipt of satisfactory responses of reference requests

The Piqua Public Library is an equal opportunity employer and does not discriminate on the basis of race, color, gender, age, national origin, marital status, or the presence of any sensory, physical, or mental disability, or the use of any trained guide or service dog by a disabled person.

## PIQUA PUBLIC LIBRARY

## EQUAL EMPLOYMENT OPPORTUNITY DATA Voluntary Optional Information

To be completed by Appli	cant:		:			
Completion of this form is entirely voluntary, and all information will remain confidential and will not affect your application for employment. We are required by law to collect this information for equal opportunity employment purposes, and it will not become part of your personnel record if you are hired by the library.						
NAME (optional)		,				
SEX	□ <sub>.</sub> Male	e	☐ Female			
AGE	Und Und	er age 40	☐ Over age 40			
RACE/ETHNICITY	☐ American Indian / Alaskan Native					
	☐ Asia	an / Pacific Islande				
	☐ Blac	ck				
	☐ Hisp	panic				
	□ Wh	ite				
	☐ Oth	ier				
OTHER		nam Era Veteran				
		abled Veteran ividual with a Disal	bility			

THE PIQUA PUBLIC LIBRARY IS AN EQUAL OPPORTUNITY EMPLOYER