

East Cleveland Public Library

14101 Euclid Avenue, East Cleveland, Ohio 44112-3891 (216) 541-4128

APPLICATION FOR EMPLOYMENT

PLEASE COMPLETE ALL SECTIONS OF THIS APPLICATION ATTACH SEPARATE SHEET FOR ANY ADDITIONAL INFORMATION.
PLEASE TYPE OR PRINT

(5/13)

Position applied for _____ Resume Attached Yes No
If position applied for is in public services area please (x) Reference

Adult YA Children's Clerical Other

Department _____ Date _____

Applicant's Name _____ Home Phone _____

Address _____ Business Phone _____

City _____ State _____ Zip _____

ECPL EMPLOYEES MAY BE REASSIGNED INITIAL ASSIGNMENT IS SUBJECT TO CHANGE, BASED ON LIBRARY NEEDS

EDUCATION AND OTHER INFORMATION

High School _____ Graduated Yes No
GED Yes No

College _____	From _____	To _____	Degree _____
College _____	From _____	To _____	Degree _____
Graduate School _____	From _____	To _____	Degree _____

Additional Education and/or training

Clerical/Mechanical Skills

Knowledge Skills and other activities

Professional memberships and other activities

Is anyone of the library staff a relative? Yes No
Have you ever been convicted of a felony? Yes No If Yes, explain _____

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

EXPERIENCE

SEE REVERSE SIDE

Start with your current position. Give separate treatment to each position held. Account for major periods of unemployment in separated blocks. In your description of duties, include the most important knowledge, skill, and abilities related to the job. Describe experiences related to the position applied for.

Name of Employer _____ Avg. hrs. worked per week _____ Salary _____

Address (if not ECPL) _____

City _____ State _____ Zip _____

Date from _____ To _____

Description of responsibilities and duties _____

Reason for leaving _____

May we contact this employer for references? Yes No

Name of Employer _____ Avg. hrs. worked per week _____ Salary _____

Address (if not ECPL) _____

City _____ State _____ Zip _____

Date from _____ To _____

Description of responsibilities and duties _____

Reason for leaving _____

May we contact this employer for references? Yes No

Name of Employer _____ Avg. hrs. worked per week _____ Salary _____

Address (if not ECPL) _____

City _____ State _____ Zip _____

Date from _____ To _____

Description of responsibilities and duties _____

Reason for leaving _____

May we contact this employer for references? Yes No

In order to help East Cleveland Public Library meet it's obligations as an affirmative action/equal employment opportunity employer, please complete the following:

I learned of this position vacancy from the following source. (CHECK ONLY ONE)

Job Posting in ECPL Facility Job Posting in Agency Other Than ECPL Facility

Newspaper Phone Call/Visit to ECPL Personnel Department

Other (Please Be Specific) _____

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 ATTEMPTS 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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