

 <p>WORTHINGTON LIBRARIES</p>	<p>Old Worthington Library 820 High Street Worthington, OH 43085</p>	<p>Northwest Library 2280 Hard Road Columbus, OH 43235</p>	<p>Worthington Park Library 1389 Worthington Centre Drive Columbus, OH 43085</p>	<p>FOR OFFICE USE ONLY: Post card <input type="checkbox"/> Database <input type="checkbox"/></p>
--	--	--	--	--

APPLICATION FOR EMPLOYMENT

Worthington Libraries (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. Applicants may request reasonable accommodation in the application/interview process.

All persons interested in employment must complete the Application for Employment. Résumés are welcome, but cannot be used as a substitute for the information requested on this form. A résumé alone is not sufficient to consider an individual as an applicant. When completing this application, do not leave any questions blank. Do not substitute "see resume" for any requested information.

Please be sure to indicate your interest in specific locations and availability. One Application for Employment is sufficient if interested in more than one position. Be sure to list all of the positions you are applying for in the appropriate area. The more flexible you are regarding hours, locations and types of work, the better your chances of being called for an interview. Your application will remain active for three (3) months from the date it is received.

The library's current job openings are posted at each location and on the library's web site, www.worthingtonlibraries.org. You may return your application at the Circulation Desk at any location, by fax (614-807-2642), or by mail to the Human Resources Manager, Worthington Libraries, 820 High Street, Worthington, OH 43085.

PLEASE PRINT AND USE BLUE OR BLACK INK

PERSONAL DATA

NAME: _____				
LAST	FIRST	MIDDLE		
ADDRESS: _____				
NUMBER	STREET	CITY	STATE	ZIP
E-MAIL ADDRESS : _____				
HOME PHONE: _____		CELL PHONE: _____		
ARE YOU LEGALLY PERMITTED TO WORK IN THE UNITED STATES?			<input type="checkbox"/> YES	<input type="checkbox"/> NO
ARE YOU SIXTEEN (16) YEARS OR OLDER?			<input type="checkbox"/> YES	<input type="checkbox"/> NO

Position(s) desired: _____ Full-time Part-time

Location preference: Old Worthington Library Northwest Library Worthington Park Library No Preference

When are you available? (Check all that apply)

M-F: Mornings <input type="checkbox"/>	Afternoons <input type="checkbox"/>	Evenings <input type="checkbox"/>
*Sa-Su: Mornings <input type="checkbox"/>	Afternoons <input type="checkbox"/>	Evenings <input type="checkbox"/>

*Most positions require some weekends

Date available to start? _____

Have you previously applied for a job with Worthington Libraries? Yes No When: _____

Have you ever been employed by Worthington Libraries? Yes No When: _____

Reason for leaving? _____

Are you related to anyone employed by Worthington Libraries? Yes No

Name and relationship: _____

Do you have any time commitments that might interfere with your employment? Yes No

If yes, please explain: _____

Have you ever been dismissed from or asked to resign from any employment position? Yes No

If yes, please explain: _____

Have you been convicted of a felony or misdemeanor (other than traffic violations)? Yes No

NOTE: A conviction will not necessarily be a bar to employment. Factors such as date, nature and number of offenses, age at the time of offense and rehabilitation will be considered.

If yes, please explain: _____

Why are you interested in working for Worthington Libraries?

Why do you feel qualified for the position(s) for which you are applying? _____

EDUCATION

NAME OF SCHOOL OR COLLEGE	LOCATION CITY, STATE, ZIP	DEGREE/MAJOR	SCHOLASTIC AVERAGE	DID YOU GRADUATE?
HIGH SCHOOL				
COLLEGE OR UNIVERSITY				
GRADUATE/PROFESSIONAL				
OTHER (SPECIFY)				

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.

EMPLOYMENT HISTORY

List ***all*** employment for the last five (5) years, including U.S. Military. Attach additional pages if necessary. Be sure to include the name of the employer, full name and title of supervisor, dates of employment, rate of pay and reason for leaving.

CURRENT EMPLOYER		TELEPHONE (include area code) ()
ADDRESS		CURRENT/FINAL SALARY
DATES EMPLOYED FROM TO	POSITION(S) HELD	FULL NAME AND TITLE OF SUPERVISOR
JOB DUTIES		
DO YOU WISH TO LEAVE YOUR CURRENT EMPLOYER? YES <input type="checkbox"/> NO <input type="checkbox"/> IF YES, WHY?		
MAY WE CONTACT YOUR CURRENT EMPLOYER FOR A REFERENCE? YES <input type="checkbox"/> NO <input type="checkbox"/>		

MOST RECENT EMPLOYER		TELEPHONE (include area code) ()
ADDRESS		CURRENT/FINAL SALARY
DATES EMPLOYED FROM TO	POSITION(S) HELD	FULL NAME AND TITLE OF SUPERVISOR
JOB DUTIES		
REASON FOR LEAVING		

PREVIOUS EMPLOYER		TELEPHONE (include area code) ()
ADDRESS		CURRENT/FINAL SALARY
DATES EMPLOYED FROM TO	POSITION(S) HELD	FULL NAME AND TITLE OF SUPERVISOR
JOB DUTIES		
REASON FOR LEAVING		

PREVIOUS EMPLOYER		TELEPHONE (include area code) ()
ADDRESS		CURRENT/FINAL SALARY
DATES EMPLOYED FROM TO	POSITION(S) HELD	FULL NAME AND TITLE OF SUPERVISOR
JOB DUTIES		
REASON FOR LEAVING		

Have you given a complete employment history for the last five (5) years, including the name, full name and title of supervisor, dates of employment, rate of pay and reason for leaving for each employer?

Yes No If no, please explain. _____

SPECIAL SKILLS AND TRAINING

Other than English, are you fluent in any language? Please list:

In which computer programs do you feel you have proficiency?

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:

REFERENCES – PROFESSIONAL OR PERSONAL – DO NOT LIST RELATIVES

NAME	TELEPHONE NUMBER (INCLUDING AREA CODE) and E-MAIL ADDRESS (IF KNOWN)
1.	Telephone Number: () E-mail Address:
2.	Telephone Number: () E-mail Address:
3.	Telephone Number: () E-mail Address:

APPLICANT'S AGREEMENT

"I understand and agree that, if I am employed by Worthington Libraries, my employment is entirely "at will," which means that my employment is not guaranteed for any definite period of time, and 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 Library or myself. I understand and agree that the Library reserves the right to establish and/or change any of the terms or conditions of any aspect of my employment, including my compensation, at its discretion at anytime with or without notice. I understand and agree that no other oral or written agreements of any kind pertaining to the terms of my employment and/or my compensation exist outside of this Agreement, and if I believe that any such previous agreements between any Library representative and myself have been made, I agree they are superseded by the contents of this Agreement. I understand and agree that no representative of the Library, other than the Director or the Board of Trustees as a whole, has any authority to enter into any other agreement with me or provide me with any assurances relating to any aspect of my employment with the Library, except that the above-mentioned officials of the Library may do so in writing, although the terms of that Agreement cannot contradict the contents of this one. The terms of this Agreement will supersede all others.

I understand that if I am offered employment by the Library, and if I accept that offer, this document will serve as the only and primary Agreement between the Library, its representative and me. I also agree that \$1.00 of the wages I am paid for my first day of employment will serve as sufficient consideration to bind this Agreement.

I authorize the Library to investigate my background, qualifications and/or any other information from whomever it deems appropriate. I also authorize anyone the Library contacts as part of its investigation to release any information they have regarding me or my employment to the Library or its representatives. I also release all parties from all liability for any damage that may result from furnishing this information to the Library. Further, I release the Library from all liability for any information it might deem appropriate to lease regarding me and my employment in the future.

I further agree to take any lawful medical examination, chemical, drug or alcohol test upon request by the Library at its sole discretion as a condition of my employment, or, if I am hired, as a condition of my continued employment at any time as deemed appropriate by the Library. I agree that my refusal to take any such examinations or tests immediately upon request may be cause for my not being hired or, if I am hired, may be cause for the immediate termination of my employment. I hereby release all persons or companies conducting such examinations from all liability.

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 my service with the Library must be filed no more than six (6) months after the date of the employment action that is the subject of the claim or lawsuit. I waive any statute of limitations to the contrary."

If you are hired, this employment application will become part of your official employment record.

APPLICANT'S SIGNATURE

Date