

# 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

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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 \_\_\_\_\_

\_\_\_\_\_

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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

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**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) \_\_\_\_\_

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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**

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**