

FRANKLIN-SPRINGBORO PUBLIC LIBRARY
APPLICATION FOR EMPLOYMENT

P E R S O N A L	Last Name _____ First _____ Middle _____			Date _____
	Street Address _____			Home Phone () _____
	City, State, Zip _____			Cell Phone () _____
	Have you applied for employment with us in the past? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes: Month and Year _____ Location _____			Business Phone () _____
	Position Desired Librarian <input type="checkbox"/> Library Assistant <input type="checkbox"/> Shelver <input type="checkbox"/> Clerical <input type="checkbox"/> Maintenance <input type="checkbox"/> Delivery Driver <input type="checkbox"/> Other _____			Email Address _____
	Are you interested in full-time work? _____ Part-time work? _____ Can you work evenings and weekends? If part-time, what days/hours can you work?			
	Are you legally eligible to work in the United States? Yes <input type="checkbox"/> No <input type="checkbox"/>			When will you be available to begin work?
	Are you at least 18 years of age? Yes <input type="checkbox"/> No <input type="checkbox"/> You must be 16 to be employed by the Franklin-Springboro Public Library.			
	The library will ask for background checks for all new employees. If the background check reveals criminal records or other serious misconduct (other than minor traffic violations), the employment offer will be reviewed and possibly rescinded.			
	Please list any relatives and/or friends working for us.			I am available to work at: <input type="checkbox"/> Franklin <input type="checkbox"/> Springboro (You may check more than one)

E D U C A T I O N	School	Name & Location	Course of Study	No. of Years Completed	Did You Graduate?	Degree / Diploma
	High School / GED				Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Business / Trade / Technical				Yes <input type="checkbox"/> No <input type="checkbox"/>	
	College or University				Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Graduate School				Yes <input type="checkbox"/> No <input type="checkbox"/>	

R E F E R E N C E S	Please list three professional references with contact information. Do not list relatives.			
	Name	Address	Telephone	Relationship

We consider applicants for all positions without regard to race, color, religion, sex, age, national origin, citizenship, political affiliation, sexual orientation, or other protected status.

EMPLOYMENT	Please give accurate, complete record of employment. Start with your present or most recent employer.
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1	Company Name	Telephone ()
	Address	Date of Employment From To
	Name of Supervisor	Rate of Pay Starting Ending
	State Your Job Title and Describe Your Responsibilities _____	Reason for Leaving

2	Company Name	Telephone ()
	Address	Date of Employment From To
	Name of Supervisor	Rate of Pay Starting Ending
	State Your Job Title and Describe Your Responsibilities _____	Reason for Leaving

3	Company Name	Telephone ()
	Address	Date of Employment From To
	Name of Supervisor	Rate of Pay Starting Ending
	State Your Job Title and Describe Your Responsibilities _____	Reason for Leaving

4	Company Name	Telephone ()
	Address	Date of Employment From To
	Name of Supervisor	Rate of Pay Starting Ending
	State Your Job Title and Describe Your Responsibilities _____	Reason for Leaving

We may contact the employers listed above unless you indicate those you do not want us to contact.	DO NOT CONTACT
	Employer Number(s) _____ Reason _____ _____

Training / Skills

Please list computer software programs with which you are familiar.

Please list other special training or skills.

Membership in Professional or Civic Organizations

(Please exclude anything which would indicate age, sex, race, religion, color, national origin, disability, political affiliation, sexual orientation or other protected status.)

Military Service

Have you served in the U.S. Armed Forces? Yes No

If yes, give dates and branch of service.

Describe any training received relevant to the position for which you are applying.

Please turn over and complete signature page.

Signature (Please read carefully)

The information provided in this Application for Employment is true, correct, and complete to the best of my knowledge. If employed, I understand that any false or misleading information given in my application or interview(s), may result in my dismissal. I also understand that I am required to abide by all rules and regulations of the Franklin-Springboro Public Library.

I authorize investigation of all statements in this application as may be necessary in arriving at an employment decision. I release from liability all persons and/or organizations supplying information in response to inquiries in connection with my application for employment.

I agree to undergo a background check as part of my pre-employment screening. The library will ask for background checks for all new employees. There is a form that must be signed by the employee authorizing this check. Employment is contingent on background check results matching the information on the employee application. If the background check reveals criminal records or other serious misconduct (other than minor traffic violations), the employment offer will be reviewed and possibly rescinded. Background check results will remain confidential and be placed in the employee's personnel file. All applicants whose job description requires driving the library vehicle will be subject to having their license and driver's record checked for accidents, violations, suspension, revocation, assignment points, and any other job-related information as deemed necessary. Drivers must maintain a valid driver's license that covers the type of vehicle to be operated. A copy of the employee's license must be placed in the employee's personnel file.

I agree to take any medical, drug, or chemical test required by the Franklin-Springboro Pubic Library at any time throughout my employment with the Library, or before, upon request. Delivery Drivers and Building Maintenance employees will be asked to complete a drug test in addition to the background check prior to employment. Because their jobs require operating vehicles, tools, ladders, or heavy equipment this test helps the library to ensure their safety as well as those around them. Candidates testing positive for drugs that could impair the ability to perform job duties including, but not limited to Marijuana, Cocaine, Methadone, Amphetamines, Opiates, PCP, Propoxyphene, Barbiturates, Benzodiazepines, Methaqualone are dis-qualifiers for employment. If the employer receives test results that were confirmed positive for drugs use, the candidate will be given the opportunity to explain the positive result. In addition, the candidate may have the same sample retested.

I hereby understand and acknowledge that unless otherwise defined by applicable law, any employment relationship with the Franklin-Springboro Public Library is of an "at will" nature, which means that the employee may resign at any time and the employer may discharge the employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document, by any conduct, or by any statement made by any library employee or trustee unless such change is specifically acknowledged in writing by the President of the Franklin-Springboro Public Library Board of Trustees.

I understand that the library reserves the right to change an employee's compensation at any time for any reason regardless of whether or not the library has just cause to do so. The library also reserves the right to change the terms and conditions of an employee's employment at any time.

Signature

Date