

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

(revision 9/2017)

Position applied for _____

If position applied for is in public services area please (x) Reference

Adult YA Children's Clerical Other

Department _____

Resume Attached Yes No

Date _____

Applicant's Name _____

Home\Cell Phone _____

Address _____

Business Phone _____

City _____ State _____

Zip _____

Email Address _____

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

SEE REVERSE SIDE

EXPERIENCE

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 its 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)

<input type="checkbox"/> Job Posting in ECPL Facility	<input type="checkbox"/> Job Posting in Agency Other Than ECPL Facility
<input type="checkbox"/> Newspaper	<input type="checkbox"/> Phone Call/Visit to ECPL Personnel Department
<input type="checkbox"/> 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

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER