

UPPER ARLINGTON PUBLIC LIBRARY



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Employment Application

Last Name		First		MI		Former/Maiden	
Social Security Number				E-Mail Address			
Home Phone				Cell Phone (If applicable)			

Present Address				Permanent Address (if different)			
Street				Street			
City				City			
State		Zip		State		Zip	

Please list the position(s) for which you wish to be considered: _____

The UAPL is open 7 days a week. Some work schedules include evenings & weekends. What days/times are you available for work?

Sun	Mon	Tues	Wed	Thurs	Fri	Sat

Full-Time ____ Part-Time ____ Substitute ____ Temporary ____ When will you be able to start work _____

Have you filed an employment application with the UAPL before? () YES () NO When _____

Have you been employed with the UAPL before? () YES () NO Position/Year _____

Do you have relatives employed with the UAPL? () YES () NO Name(s) _____

The UAPL considers all applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status or the presence of a disability. If you are under age 18 you must obtain work permit as a condition of employment.

Main Library 2800 Tremont Rd. Upper Arlington, OH 43221 (614) 486-9621 Fax: (614) 486-4530	Lane Road Library 1945 Lane Road Upper Arlington, OH 43220 (614) 459-0273 www.ualibrary.org	Miller Park Library 1901 NW Arlington Ave. Upper Arlington, OH 43212 (614) 488-5710 email: jobs@ualibrary.org
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Please fill out this application completely and legibly.

Educational Information

NAME OF SCHOOL /COLLEGE	CITY, STATE & ZIP	DEGREE/MAJOR SUBJECT	DID YOU GRADUATE?
HIGH SCHOOL			
COLLEGE/UNIVERSITY			
OTHER SCHOOLS ATTENDED			
OTHER (SPECIFY)			

Computer Skills

Computer System: IBM _____ Mac _____
 Please indicate your proficiency level below.

SOFTWARE	BEGINNER	INTERMEDIATE	ADVANCED
MS Word			
MS Excel			
Power Point			
Internet use			
Other: please list			

Are you legally eligible for employment in the United States? Yes _____ No _____

Have you ever been convicted of a felony? Yes _____ No _____ If yes, please explain

(Conviction will not necessarily disqualify the applicant for employment)

CURRENT EMPLOYER	Employer Name:	Telephone Number
	Address:	Employed (month & Year) From: _____ To: _____
	Name & Title of Supervisor:	Hourly Rate/Salary Start: _____ Last: _____
	State Job Title and Describe Responsibilities:	Reason for Leaving

EMPLOYMENT HISTORY

List full and part-time employment starting with most recent. A résumé may accompany this application, but does NOT replace this section. DO NOT STATE "See résumé."

Previous Employer	Employer Name:	Telephone Number
	Address:	Employed (month & Year) From: _____ To: _____
	Name & Title of Supervisor:	Hourly Rate/Salary Start: _____ Last: _____
	State Job title and Describe Responsibilities:	Reason for Leaving

Previous Employer	Employer Name:	Telephone Number
	Address:	Employed (month & Year) From: _____ To: _____
	Name & Title of Supervisor:	Hourly Rate/Salary Start: _____ Last: _____
	State Job title and Describe Responsibilities:	Reason for Leaving

Previous Employer	Employer Name:	Telephone Number
	Address:	Employed (month & Year) From: _____ To: _____
	Name & Title of Supervisor:	Hourly Rate/Salary Start: _____ Last: _____
	State Job title and Describe Responsibilities:	Reason for Leaving

Previous Employer	Employer Name:	Telephone Number
	Address:	Employed (month & Year) From: _____ To: _____
	Name & Title of Supervisor:	Hourly Rate/Salary Start: _____ Last: _____
	State Job title and Describe Responsibilities:	Reason for Leaving

Professional and Personal References

The UAPL may contact individuals for a professional employment reference and/or employment verification. Please list three (3) professional contacts who are familiar with your work habits.

Professional	Name	Company	Telephone Number(s)	Known How Long?	
	1.				
	2.				
3.					
If there are any employers whom you DO NOT want the UAPL to contact, please list them here and explain why we should not call.					

In some circumstances, the UAPL may call personal references. List three (3) below. DO NOT include relatives or employers.

Personal	Name	Connection to You	Telephone Number(s)	Known How Long?	
	1.				
	2.				
3.					

I agree and understand that:

- The UAPL may investigate information furnished in this employment application and investigate my qualifications and background in the manner in which the UAPL deems appropriate. Any misrepresentation of this form can be cause for withdrawal of any job offer or termination of employment with the UAPL.
- If hired, I will comply with all lawful rules, policies, standards and guidelines of the Upper Arlington Public Library.
- If hired, my employment with the Upper Arlington Public Library is entirely "at will" which means that my employment is not guaranteed for any definite period and may be terminated at any time and for any reason without prior notice.
- I attest that the facts contained in this employment application are true and complete to the best of my knowledge and understanding.

READ CAREFULLY BEFORE SIGNING

"I agree that any claim or lawsuit relating to my service with the Upper Arlington Public Library must be filed no more than six (6) months after the date of 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 becomes part of your official employment records.

Applicant's Signature

Date