



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 _____ 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\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 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) _____

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**