



## **Application for Employment**

### **APPLICANT SCREENING PROCEDURES AND TIMEFRAMES FOR POSITIONS WITHIN WESTLAKE PORTER PUBLIC LIBRARY**

Westlake Porter Public Library's (WPPL) hiring and selection procedures for filling a job vacancy take an average of 45 days to 60 days to complete. The Library is committed to following the Uniform Selection Guidelines of the Federal Government's Equal Employment Opportunity Commission, which entail thorough screening of qualified job applicants on job-related criteria. The ever-increasing number of job applicants who apply for WPPL's posted job vacancies also has a substantial impact on the timeframe.

**It is important that you know:**

1. Applications are accepted at any time and remain active for 6 months.
2. Not all job applicants are called for interviews. Only those who follow instructions for filling out the written job applications completely, who meet all the job qualifications, and who are among the best potential candidates for any position are contacted.
3. Once an applicant has accepted an offer of employment, all other applicants that were interviewed are sent a written notification that the job has been filled.
4. If you need an accommodation in order to perform the essential job functions please describe your need(s) under separate cover.

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**NOTE:** Your signature is required on your completed job application.

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**WESTLAKE PORTER PUBLIC LIBRARY**

27333 Center Ridge Road • Westlake, OH 44145 • Phone (440) 871-2600

# Application for Employment

PLEASE COMPLETE ALL SECTIONS OF THIS APPLICATION, ATTACH SEPARATE SHEET FOR ANY ADDITIONAL INFORMATION  
PLEASE TYPE OR PRINT

**Applicant's Name** \_\_\_\_\_ **Date Applied** \_\_\_\_\_  
 Street Address \_\_\_\_\_ Cell Phone \_\_\_\_\_  
 City • State • ZIP \_\_\_\_\_ Other Phone \_\_\_\_\_  
 E-mail Address \_\_\_\_\_

**Position Applied For** \_\_\_\_\_  Resume Attached  PLEASE KEEP THIS CONFIDENTIAL  
 Hours Available (check all that apply)  Full Time  Part Time  Other \_\_\_\_\_

**WESTLAKE PORTER PUBLIC LIBRARY EMPLOYEES MAY BE REASSIGNED.  
INITIAL ASSIGNMENT IS SUBJECT TO CHANGE BASED ON LIBRARY NEEDS.**

**Are you a U.S. Citizen?**  YES  NO

If No, are you entitled to work in the U.S.A. according to the requirements of the Immigration Reform and Control Act of 1986?

YES  NO

Explain: \_\_\_\_\_

<b>High School</b>		<b>Graduated:</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>GED:</b> <input type="checkbox"/> YES <input type="checkbox"/> NO
	<i>Graduated</i>	<i>DEGREE</i>	
<b>College</b>		<input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>College</b>		<input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>Graduate School</b>		<input type="checkbox"/> YES <input type="checkbox"/> NO	

**Additional Education and/or Training**

**Clerical/ Mechanical Skills**

**Knowledge Skills & Other Activities**

**Professional Memberships & Other Activities**

**Is anyone on the Library staff a relative?**  YES  NO

Name \_\_\_\_\_ Relationship \_\_\_\_\_

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## EXPERIENCE

**START WITH YOUR CURRENT POSITION.** Give separate treatment to each position held.

Account for major periods of unemployment in separate blocks. In your description of duties, include the most important knowledge, skills and abilities related to the job. Describe experiences related to the position applied for.

Name of Employer \_\_\_\_\_  
Address \_\_\_\_\_  
City • State • ZIP \_\_\_\_\_  
Telephone: \_\_\_\_\_ Average Hours Worked/Week \_\_\_\_\_ Salary \_\_\_\_\_

Date	
From	_____
To	_____

Job Title and Description of Responsibilities and Duties

Reason for Leaving

May we contact this employer for Reference?

YES; Supervisor's Name \_\_\_\_\_  No; Explain: \_\_\_\_\_

Name of Employer \_\_\_\_\_  
Address \_\_\_\_\_  
City • State • ZIP \_\_\_\_\_  
Telephone: \_\_\_\_\_ Average Hours Worked/Week \_\_\_\_\_ Salary \_\_\_\_\_

Date	
From	_____
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Address \_\_\_\_\_  
City • State • ZIP \_\_\_\_\_  
Telephone: \_\_\_\_\_ Average Hours Worked/Week \_\_\_\_\_ Salary \_\_\_\_\_

Date	
From	_____
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**I learned of this position vacancy from the following source (check one only)**

- Job Posting in Westlake Porter Public Library facility.
- Job Posting in Agency other than Westlake Porter Public Library facility.

Please name the agency \_\_\_\_\_

- Ad—Newspaper, Journal
- Phone Call/ Visit to Westlake Porter Public Library
- Online Web posting (please specify website) \_\_\_\_\_
- Other (please be specific) \_\_\_\_\_

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**PLEASE READ THE FOLLOWING PARAGRAPHS CAREFULLY**

**By signing below, I certify that I have read, understand and agree to each of the following statements**

All of the information I have supplied on this application is true, accurate and complete, to the best of my knowledge, and I have not knowingly withheld any information that, if known to Westlake Porter Public Library (WPPL), would affect my application unfavorably.

If I am hired by WPPL, and WPPL discovers at any time during my employment that any of the statements on this application are false, misleading or incomplete, I may be dismissed immediately from my job.

In consideration of my employment with WPPL, I agree to abide by all of WPPL's rules and regulations.

I understand that nothing in this employment application creates a contract of employment between me and WPPL. If I am hired by WPPL, my employment and compensation are "at will," which means that my employment can be terminated, either by WPPL or me, with or without cause, and with or without notice. I understand that no manager or supervisor has the authority to make any employment agreement with me, either orally or in writing, which is not an at-will agreement. Only the Director of WPPL has the authority to enter into an employment agreement with me for any specified period of time.

In the event of my personal indebtedness to WPPL, I authorize WPPL to withhold from my wages, including any last paycheck, such amounts as permitted by law to satisfy my obligation to WPPL.

I understand and agree that any causes of action or claims that I may have or bring against WPPL, or that WPPL may have or bring against me, shall be commenced within the applicable statute of limitations period, within six (6) months of my knowledge of such claim or cause of action, or within six (6) months after my separation from employment, whichever is earlier.

This employment application does not seek information regarding the applicant's criminal record. However, WPPL reserves the right to make inquiry into the applicant's criminal record. I give WPPL my permission to conduct an investigation regarding the information contained in my employment application, which WPPL thinks is necessary to determine my qualifications for assuming a job with WPPL. I give WPPL my permission to contact any former employer, school, college or university, credit or finance bureau of office, any personal or professional reference, or any other appropriate source or individual for the purpose of gathering any information, personal or otherwise, that such sources may have about my character, general reputation, credit, education, or employment record, and I give my consent to any such source to release to WPPL whatever information they have about me. I also unconditionally release all named and unnamed sources from any and all liability that might result from furnishing any information about me.

Applicant's Signature: _____ Date: _____
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