

Application for Employment

Elyria Public Library is grateful for your interest in joining our dedicated team and contributing to our mission of serving the community with excellence. We are proud to be an Equal Opportunity Employer (EOE) and are committed to fostering an inclusive and supportive workplace.

What You Should Know Before Applying:

- **Application Review Process**
 - Applications are accepted year-round and remain on file for six months.
 - The selection process may take up to 45 days as we carefully review each application.
 - Due to the high volume of applications, only those best matching the qualifications for the position will be contacted for interviews.
- **Interview and Selection**
 - If selected, you may be invited for a first and potentially a second interview.
 - All applicants interviewed will be notified once the position has been filled.
- **Important Requirements**
 - **Background and Reference Checks:** Employment is contingent on the successful completion of a work reference and criminal background check.
 - **Eligibility to Work:** Proper documentation to verify your eligibility to work in the United States is required.

Note: Elyria Public Library employees may be reassigned based on library needs. While your initial assignment will be determined upon hiring, flexibility is essential as we work together to meet the evolving needs of our library community.

Thank you for considering EPL as your next professional adventure. We look forward to learning more about you!

CENTRAL

211 Second St.
Elyria, OH 44035
440-323-5747

KEYSTONE

133 E. Commerce Dr.
LaGrange, OH 44050
440-322-0119

SOUTH

340 15th St.
Elyria, OH 44035
440-322-0190

WEST RIVER

1194 West River Rd. N.
Elyria, OH 44035
440-324-2270

PERSONAL INFORMATION

First Name _____ Last Name _____
 Address _____
 City _____ State _____
 Zip Code _____ Phone _____
 Email _____

AVAILABILITY AND JOB POSITION

| Position | | Status | Hours of Availability | | | | | | |
|--|--------------------------------------|--------|-----------------------|------|-----|-------|-----|-----|-----|
| | | | Mon | Tues | Wed | Thurs | Fri | Sat | Sun |
| <input type="checkbox"/> Administration | <input type="checkbox"/> Full - Time | | | | | | | | |
| <input type="checkbox"/> Manager | <input type="checkbox"/> Part - Time | | | | | | | | |
| <input type="checkbox"/> Librarian | | From | | | | | | | |
| <input type="checkbox"/> Assistant Librarian | | To | | | | | | | |
| <input type="checkbox"/> Library Tech II | | | | | | | | | |
| <input type="checkbox"/> Other: _____ | | | | | | | | | |

EDUCATION AND TRAINING

| Area of Study and/or Major | School/ Institution | Level Completed |
|----------------------------|---------------------|-----------------|
| | | |
| | | |
| | | |

DRIVING INFORMATION

Driver's License # _____ State Issued _____
 Expiration Date _____
 Any accidents in the past three years? Yes No How Many? _____
 Any moving violations in the past three years? Yes No How Many? _____
 Do you have motor vehicle insurance? Yes No

EMPLOYMENT HISTORY

Current/Recent Employer _____ Dates _____
Supervisor _____ Phone _____
Position Title _____ Full - Time Part-Time
Hours Worked Per Week _____ Rate of Pay _____
Duties _____
Skills Most Used _____
Reason for Leaving _____

Previous Employer _____ Dates _____
Supervisor _____ Phone _____
Position Title _____ Full - Time Part-Time
Hours Worked Per Week _____ Rate of Pay _____
Duties _____
Skills Most Used _____
Reason for Leaving _____

Previous Employer _____ Dates _____
Supervisor _____ Phone _____
Position Title _____ Full - Time Part-Time
Hours Worked Per Week _____ Rate of Pay _____
Duties _____
Skills Most Used _____
Reason for Leaving _____

Do you have experience working in a library? Yes No Are you an U.S. citizen? Yes No
Are you related to anyone at EPL? Yes No Name _____
Do you authorize EPL to verify your information? Yes No

CRIMINAL HISTORY

In accordance with Ohio law, Elyria Public Library conducts background checks after a conditional job offer is made to assess suitability for employment. If disqualifying factors are found, the offer may be rescinded, or if already employed, the individual may be terminated. For positions requiring driving, applicants must meet insurance suitability standards; failure to do so may result in the offer being rescinded or immediate dismissal.

Please complete all sections of this application. Attach a separate sheet for additional information.

REFERENCES

Please list two professional references

| | | | |
|-------------|-------|-------------|-------|
| Name | _____ | Name | _____ |
| Position | _____ | Position | _____ |
| Company | _____ | Company | _____ |
| Address | _____ | Address | _____ |
| | _____ | | _____ |
| Telephone | _____ | Telephone | _____ |
| Email | _____ | Email | _____ |
| Years Known | _____ | Years Known | _____ |

EQUAL EMPLOYMENT OPPORTUNITY

At EPL, we are committed to Equal Employment Opportunity (EEO). We ensure that all employees and job applicants are treated with respect, fairness, and equality. This includes individuals of any race, color, national origin, religion, age, gender (including pregnancy and childbirth), disability, sexual orientation, marital status, parental status, political beliefs, protected genetic information, or any other characteristic protected by applicable federal, state, or local laws. All employees must adhere to this policy.

PLEASE READ CAREFULLY

By signing or electronically submitting this application, I confirm that the information provided is complete and accurate. I understand that false or misleading information may result in disqualification or termination if hired. I acknowledge that my electronic signature carries the same legal effect as a handwritten signature.

I authorize Elyria Public Library to contact my references and verify my qualifications. I understand that final hiring decisions will require additional background checks, including FBI/BCI fingerprinting, with a separate consent form provided if needed.

I acknowledge that submitting this application does not guarantee employment.

Signature of Applicant _____ Date: _____

Thank you for completing your application and showing interest in joining our dynamic team at EPL! We're excited to review your information and discover the unique skills and experiences you'll bring to our community.

YOU MUST HAVE PROPER DOCUMENTATION TO WORK IN THE UNITED STATES.