

**MASSILLON PUBLIC LIBRARY EMPLOYMENT APPLICATION**  
**Human Resources Department**

208 Lincoln Way East  
Massillon OH 44646-8488  
Phone: 330.832.9831, Ext. 309  
FAX: 330.830.2182

Explore MPL's current job postings on the Internet at: [www.massillonlibrary.org](http://www.massillonlibrary.org)

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**DIRECTIONS:**

Please type, or print clearly using black ink or marker. If you need more space, attach extra sheet(s).

Sign the completed application. Submit in a sealed envelope with any other required documentation to address at the top left corner of this page.

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**APPLICANT INFORMATION:**

**Name (Last, First, Middle)**

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Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

Social Security Number \_\_\_\_\_ IF under 18 years of age, provide Birthdate \_\_\_\_\_

*[For use by HR Dept., only.] (Optional) (Attach proof.)*

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If hired, can you provide Proof of Citizenship or Legal Right to Work in the United States? \_\_\_ YES  
\_\_\_ NO

Have you ever been convicted of a crime? \_\_\_ YES \_\_\_ NO

If YES, please explain & provide year of conviction: \_\_\_\_\_

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(A conviction will not necessarily disqualify an applicant from employment.)

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Are you a former employee of Massillon Public Library? \_\_\_ YES \_\_\_ NO

If YES, provide separation date (mo/yr). \_\_\_\_\_

Do you have relatives employed by the Massillon Public Library? \_\_\_ YES \_\_\_ NO

If YES, state name, relationship, and position held. \_\_\_\_\_

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**POSITION(S) APPLIED FOR:**

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**Have you ever applied for a position with the Massillon Public Library in the past?  YES  NO**

**If YES, when? \_\_\_\_\_**

**How did you learn about the position(s) for which you are applying?**

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**PLEASE NOTE: If a resume is provided with Application Form, the Education, Employment History, and References sections do not need to be completed on application. However, if there is information requested on form that is not on your resume, please be sure to provide that in order to ensure your application materials will be considered.**

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**EDUCATION: (List Name, City, State of Schools)**

**High School or GED**

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**Number of Years Completed \_\_\_\_\_ Diploma Received?  YES  NO**

**Did you ever work in the school library?  YES  NO**

**If YES, describe duties:**

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**College or University**

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**Number of Years Completed \_\_\_\_\_ Highest Degree Obtained \_\_\_\_\_**

Major Subject \_\_\_\_\_

Did you ever work in the school library? \_\_\_\_\_ YES \_\_\_\_\_ NO

**If YES, describe duties:**

\_\_\_\_\_  
\_\_\_\_\_

Technical or Vocational School

\_\_\_\_\_

Number of Years Completed \_\_\_\_\_ Degree or Certificate Received? \_\_\_\_\_ YES \_\_\_\_\_ NO

Major Subject \_\_\_\_\_

Did you ever work in the school library? \_\_\_\_\_ YES \_\_\_\_\_ NO

**If YES, describe duties:**

\_\_\_\_\_  
\_\_\_\_\_

**SPECIAL SKILLS:**

What additional training/skills do you have that are related to the job for which you are applying?

Place a Check Mark by the Office Equipment you have experience using:

\_\_\_\_\_ Word Processor (If checked, give W.P.M. \_\_\_\_\_.) \_\_\_\_\_ Photocopier \_\_\_\_\_ FAX Machine

\_\_\_\_\_ Electronic Typewriter (If checked, give W.P.M. \_\_\_\_\_.) \_\_\_\_\_ Calculating Machine

\_\_\_\_\_ Computer (If checked, list programs or operating systems you are familiar with: \_\_\_\_\_)

\_\_\_\_\_ Other, please specify: \_\_\_\_\_

**FOR POSITIONS WHICH REQUIRE DRIVER'S LICENSE**

**Do you have a valid Driver's License? \_\_ YES \_\_ NO**

**If Commercial Driver's License (CDL) is required: Do you have a CDL? \_\_\_\_\_ YES \_\_\_\_\_ NO**

**Have you had your Driver's License suspended or revoked in the last 3 years? \_\_\_\_\_ YES \_\_\_\_\_ NO**

**If YES, provide details: \_\_\_\_\_**

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**PLEASE WRITE A BRIEF STATEMENT ON WHY YOU WOULD LIKE TO WORK FOR THE MASSILLON PUBLIC LIBRARY:**

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**EMPLOYMENT HISTORY: (List current and then most recent employers. Include applicable volunteer work.)**

**Name of Employer** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Address (Street, City, State, Zip)**

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**Dates of Employment: From (mo/yr)** \_\_\_\_\_ **To (mo/yr)** \_\_\_\_\_ **Current/Final Rate** \_\_\_\_\_

**Job Title and Duties**

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**Name and Title of Supervisor**

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**If still employed, will contact jeopardize applicant's position?** \_\_\_\_\_ **YES** \_\_\_\_\_ **NO**  
**Exact Reason for Leaving**

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**Name of Employer** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Address (Street, City, State, Zip)**

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**Dates of Employment: From (mo/yr)** \_\_\_\_\_ **To (mo/yr)** \_\_\_\_\_ **Current/Final Rate** \_\_\_\_\_

**Job Title and Duties**

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**Name and Title of Supervisor**

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**If still employed, will contact jeopardize applicant's position?** \_\_\_\_\_ **YES** \_\_\_\_\_ **NO**

**Exact Reason for Leaving**

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Name of Employer \_\_\_\_\_ Phone \_\_\_\_\_

Address (Street, City, State, Zip)  
\_\_\_\_\_

Dates of Employment: From (mo/yr) \_\_\_\_\_ To (mo/yr) \_\_\_\_\_ Current/Final Rate \_\_\_\_\_

Job Title and Duties  
\_\_\_\_\_

Name and Title of Supervisor  
\_\_\_\_\_

If still employed, will contact jeopardize applicant's position? \_\_\_\_\_ YES \_\_\_\_\_ NO

Exact Reason for Leaving  
\_\_\_\_\_

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**REFERENCES: (List 3 persons, other than relatives or personal friends, who have knowledge of your work experience and/or education.)**

Name/Title/Company E-MAIL (or) Phone

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**IT IS IMPORTANT THAT YOU KNOW:**

1. Massillon Public Library has a policy of accepting job applications only for posted vacancies.
2. Not all applicants are called for a job interview. Only those who follow instructions for filling out the Application Form, submit ALL required documents (i.e., resume, school transcripts), and who meet the posted job qualifications may be contacted. A series of skills tests may be administered during the interview process, dependent on the position.
3. A detailed work reference check will be conducted prior to extending a job offer. If a position requires a valid Driver's License, a BMV (Bureau of Motor Vehicles) driving record check will also be done at that same time. A criminal background check will be conducted following candidates acceptance of job offer. A credit reference check may also be necessary for certain positions. Results of background checks may affect employment status.

4. **If you need an accommodation for the initial interview or in order to perform the Essential Functions of the job as described in the position advertisement, please describe below:**

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5. **Massillon Public Library is an Equal Opportunity Employer. No applicant will be discriminated against in employment decisions because of race, color, religion, national origin, sex, age, or qualifying disability that can be reasonably accommodated. Massillon Public Library, in compliance with Federal law, will hire only United States citizens and persons lawfully authorized to work in the United States.**

6. **Massillon Public Library is a Drug-Free Workplace.**

**PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING.**

**MY SIGNATURE CERTIFIES THAT ALL INFORMATION CONTAINED IN THIS APPLICATION, AND ON ANY RESUME PROVIDED BY ME, IS COMPLETE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND THAT I HAVE NOT MADE ANY ATTEMPTS TO CONCEAL INFORMATION. I UNDERSTAND THAT FALSIFICATION IS CAUSE FOR REJECTION OF APPLICATION OR DISMISSAL.**

**I UNDERSTAND THAT MY SIGNATURE AUTHORIZES THE MASSILLON PUBLIC LIBRARY TO CONTACT ANY CURRENT OR FORMER EMPLOYER, AND ANY EDUCATOR WHOM I HAVE NOTED ON THIS APPLICATION, OR ON ANY RESUME PROVIDED BY ME. [NOTE: Contact only occurs following interview with candidate.]**

**I UNDERSTAND THIS APPLICATION IS NOT A CONTRACT OR OFFER OF EMPLOYMENT.**

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**Signature of Applicant Date**

**(PLEASE NOTE: If you do not sign application, it will not be considered.)**

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*THANK YOU FOR YOUR INTEREST IN EMPLOYMENT*

WITH THE MASSILLON PUBLIC LIBRARY.