

MASSILLON PUBLIC LIBRARY  
Human Resources Department  
208 Lincoln Way East, Massillon OH 44646-8488

EMPLOYMENT APPLICATION  
Phone: 330.832.9831, Ext. 309  
FAX: 330.830.2182

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

DIRECTIONS

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

ALL sections of application form, which apply, must be completed for applicant to be considered.

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

APPLICANT INFORMATION

Name (Last, First, Middle) \_\_\_\_\_

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

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

Phone (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_ (Email) \_\_\_\_\_

Are you at least 18 years of age?  YES  NO IF no, provide Birthdate: \_\_\_\_\_

Are you a United States Citizen or are you legally authorized 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: \_\_\_\_\_

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

POSITION(S) APPLIED FOR

*[LIBRARY ONLY ACCEPTS APPLICATIONS FOR ADVERTISED VACANCIES.]*

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

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

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

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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**EDUCATION**

School Name	City/ State	GPA	Degree Earned or Expected	Major	Graduate Y or N
H.S or GED					
College					
Trade/ Technical					
Other					

Did you ever work or volunteer in a school or public library?  YES  NO

If YES, give name of library and describe work duties: \_\_\_\_\_

**SPECIAL SKILLS**

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

**OFFICE EQUIPMENT and COMPUTER SOFTWARE** (Check and provide information for those which apply.)

Computer (List programs or operating systems applicant has used for work, school, or home.)

Word Processor or Electronic Typewriter (W.P.M. \_\_\_\_\_)

Calculating Machine  FAX Machine  Photocopier

Other Office Equipment, please specify: \_\_\_\_\_

**DRIVER'S LICENSE** (To be completed only if position requires 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: \_\_\_\_\_

**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) \_\_\_\_\_

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

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

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

Provide Supervisor's Work Phone and/or Email, whichever is best method for contacting:

Phone \_\_\_\_\_ Email \_\_\_\_\_

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

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

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 \_\_\_\_\_

Provide Supervisor's Work Phone and/or Email, whichever is best method for contacting:

Phone \_\_\_\_\_ Email \_\_\_\_\_

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

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

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 \_\_\_\_\_

Provide Supervisor's Work Phone and/or Email, whichever is best method for contacting:

Phone \_\_\_\_\_ Email \_\_\_\_\_

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

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

(continue to next page)

**REFERENCES** List 3 persons who have knowledge of your work experience and/or education.

**NOTE:** Family and personal friends are not considered appropriate references, unless applicant is working or has worked for the individual.

Name	Email (or) Phone	Relationship (i.e. Employer, Teacher, etc.)

**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, religion, national origin, age, sex, sexual orientation, military/veteran status 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.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

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

THANK YOU FOR YOUR INTEREST IN EMPLOYMENT WITH THE MASSILLON PUBLIC LIBRARY.