



Student Page Employment Application

It is the policy of the Avon Lake Public Library (ALPL) to provide equal opportunity with regard to all terms and conditions of employment. ALPL complies with federal and state laws prohibiting discrimination on the basis of race, color, religion, creed, national origin, gender, disability, veteran status, age or any other protected characteristic.

Date of Application _____

Name _____ Home Phone () _____

Cell/Other Phone () _____ Email _____

Address _____

City/State/ZIP _____

How did you learn of this opportunity? _____

On what date would you be available to work? _____

Do you have a legal right to work in the USA? Yes (if yes, proof is required if hired.) No

If you are under 18, will you be willing to provide a work permit? Yes No

Driver's license number _____ State _____

Are you involved in any extracurricular activities that would prevent you from working evenings, Saturdays, or Sundays? Yes (if yes, list days and times of non-availability.) No

Education

High School & Address _____

Expected date of graduation: _____

Please provide three references

Name _____ Relationship _____

Company _____ Phone _____

Name _____ Relationship _____

Company _____ Phone _____

Name _____ Relationship _____

Company _____ Phone _____

Previous Employment (if any)

Company _____ Phone _____

Address _____

Supervisor _____ Job Title _____

From _____ To _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? Yes No Salary per hour \$ _____

Responsibilities _____

Disclaimer and signature

I certify all information submitted by me on this application are true and complete, and I understand if any false information, omissions, or misrepresentations are discovered, my application may be rejected, and if employed, my employment may be terminated at any time.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, résumé or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering, and using truthful and nondefamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this application remains active for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to me to reapply and fill out a new application.

In consideration of my employment, I agree to confirm to Avon Lake Public Library's rules and regulations, and I understand these rules and/or the employee handbook do not form a contract of employment, either expressed or implied. I also understand my employment and compensation can be terminated or changed, with or without cause and with or without notice, at any time, at either my or the library's option.

Signature

Date
