Meigs County District Public Library

Equal Employment Opportunity Data Sheet

Meigs County District Public Library (MCDPL) is an Equal Employment Opportunity employer. It is the philosophy, intent and commitment of MCDPL to adhere to a policy of equal employment opportunities for all applicants and employees without regard to race, color, religion, sex, age, ancestry, national origin, veteran status or mental or physical disability or any other status protected by law.

To help us comply with federal/state equal opportunity record keeping, reporting, and other legal requirements, please answer all

Last	First	MI Socia	l Security Number	Date
Position Sou	ght	Sex:	M F	Birth Date//
Check	one of the following (Rac	ce/Ethnic Group):		
Blace Hisp orig Asia Indi	ck (All persons having ori- panic (All persons of Mex- in, regardless of race) in or Pacific Islander (Al- an Subcontinent, or the Pa- perican Indian or Alaskan	igins in any of the Black raci kican,, Puerto Rican, Cuban, Il persons having origins in a acific Islands. This includes a Native (All persons having	al groups of Africa Central or South A any of the original p China, Japan, Kor	North Africa or the Middle East) American, or other Spanish culture or Deoples of the Far East, Southeast Asia ea, the Philippine Islands and Samoa) the original peoples of North America,
**110	mamam cultural identifi	cation through tribal affiliati	ion or community r	ecognition).
	if any of the following ar	cation through tribal affiliati	ion or community r	ecognition).
Check Viet Aug Disa disa aggs	if any of the following ar nam-Era Veteran (A per ust 5, 1964 and May 7, 1966 bility rated at 30% or mora avated in the line of duty	cation through tribal affiliative applicable: son who served on active du 975). entitled to disability compense; or a person discharged or	ion or community r ity for at least 180 of sation through the released from acti	days, part of which was between Veteran's Administration for a ve duty for a disability incurred or
Check Viet Aug Disa disa aggı Disa	if any of the following ar nam-Era Veteran (A per ust 5, 1964 and May 7, 1966 bility rated at 30% or mora avated in the line of duty	cation through tribal affiliation of the applicable: son who served on active dues of the applicable of the active dues of the active due active	ion or community r ity for at least 180 of sation through the released from acti	days, part of which was between Veteran's Administration for a ve duty for a disability incurred or major life activities).
Check Viet Aug Disa disa aggs Disa Referr	if any of the following ar mam-Era Veteran (A per ust 5, 1964 and May 7, 1961 Veteran (A person oblity rated at 30% or moravated in the line of duty bled (Physical or mental	cation through tribal affiliation of applicable: son who served on active dues of the served on active	ion or community rate for at least 180 control sation through the released from action y limits one or more Employee	days, part of which was between Veteran's Administration for a ve duty for a disability incurred or major life activities).

MEIGS COUNTY DISTRICT PUBLIC LIBRARY (MCDPL) APPLICATION FOR EMPLOYMENT

MEIGS COUNTY DISTRICT PUBLIC LIBRARY (MCDPL) IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. IT IS THE PHILOSOPHY, INTENT, AND COMMITMENT OF MCDPL TO ADHERE TO A POLICY OF EQUAL EMPLOYMENT OPPORTUNITIES FOR ALL APPLICANTS AND EMPLOYEES WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, AGE, ANCESTRY, NATIONAL ORIGIN, VETERAN STATUS, MENTAL OR PHYSICAL DISABILITY OR ANY OTHER STATUS PROTECTED BY LAW.

When completing this application, do not leave any questions blank. Do not substitute "see resume" for any requested information. Complete one application for every job for which you are applying.

THIS APPLICATION WILL REMAIN ACTIVE FOR THREE (3) MONTHS UPON SIGNING.

PERSONAL DATA				1 11	Date
Last Name	First		Mi	ddle	Date
				D1	
Street Address				Home Phone	
				Business Phone	
City, State, Zip				Dusiness I none	
Are you 18 years or older?				Social Security N	lo.
Are you to years or older.					
Position Desired				Salary Desired	
Are you currently employed?			Are you curren	tly on "lay-off" statu	is and subject to recall?
When would you be able to b	oegin work?	Are you av	ailable to work: me Part-Time	e Shift Work	Temporary
Are you legally eligible for e	mployment in the I	United States	? If necessar	y, are you available	to work overtime?
Have you been convicted of (other than traffic violations) If Yes explain:			employment. Fact	on will not necessari tors such as date, nat e time of offense and	ture and number of
How did you learn of MCDP	PL ?		Are you related	to anyone employed	d at MCDPL?

	High School	College/University	Graduate/Prof	ession
School Name, Address and Phone Number				
Years Completed	9 10 11 12	1 2 3	4 1 2 3	4
Diploma/Degree				
Course of Study				
Honors Received				
Other than English, are you fluen	t in any language? Please List::			
Other than English, are you fluen In which computer programs do y Do you have any other advanced	t in any language? Please List:: you feel you have proficiency? training, continuing education or spec	ial study experience that y	ou think would be	
Other than English, are you fluen In which computer programs do y Do you have any other advanced helpful in the position for which y	t in any language? Please List:: you feel you have proficiency? training, continuing education or spec	ial study experience that y	ou think would be	
Other than English, are you fluen In which computer programs do y Do you have any other advanced helpful in the position for which y	t in any language? Please List:: you feel you have proficiency? training, continuing education or spec	ial study experience that y	ou think would be Telephone Number	
Other than English, are you fluen in which computer programs do you have any other advanced helpful in the position for which you have any other advanced helpful in the position for which you have any other advanced helpful in the position for which you have any other advanced helpful in the position for which you have any other advanced helpful in the position for which you have any other advanced helpful in the position for which you have any other advanced helpful in the position for which you have any other advanced helpful in the position for which you have any other advanced helpful in the position for which you have any other advanced helpful in the position for which you have any other advanced helpful in the position for which you have any other advanced helpful in the position for which you have any other advanced helpful in the position for which you have any other advanced helpful in the position for which you have any other advanced helpful in the position for which you have any other advanced helpful in the position for which you have any other advanced helpful in the position for which you have any other advanced helpful in the position for which you have any other advanced helpful in the position for which you have a position for the position fo	t in any language? Please List:: you feel you have proficiency? training, continuing education or specyou are applying? Please list:			

EMPLOYMENT HISTORY (List most recent employer first)	
Company Name:	Telephone Number:
Address:	Employed (mm/yy) From: To:
Name and Title of Supervisor:	Annual Pay:Start:\$ Finish:\$
Job Title and Job Description:	Reason for Leaving:
Company Name:	Telephone Number:
Address:	Employed (mm/yy) From: To:
Name and Title of Supervisor:	Annual Pay:Start:\$ Finish:\$
Job Title and Job Description:	Reason for Leaving:
Company Name:	Telephone Number:
Address:	Employed (mm/yy) From: To:
Name and Title of Supervisor:	Annual Pay:Start:\$ Finish:\$
Job Title and Job Description:	Reason for Leaving:

APPLICANT'S CERTIFICATION AND AGREEMENT

I understand and agree that, if I am employed by the Meigs County District Public Library (MCDPL), my employment and/or compensation is entirely "at will," which means neither are guaranteed for any definite period of time, and that my employment and/or compensation can be modified or terminated, with or without cause, and regardless of the date of payment of my wages and salary, and with or without prior notice at any time, at the option of either MCDPL or myself. I understand and agree that the MCDPL reserves the right to establish and change any of the terms and conditions of my employment at its discretion at anytime as it deems appropriate. I understand and agree that if any previous agreements between any MCDPL representative and myself have been made, they are superseded by the contents of this Agreement. I understand and agree that no representative of the library, other than the Director or the Board of Trustees as a whole, have any authority to enter into any agreement with me relating to my employment with the Meigs County District Public Library, or for the duration of my employment for any indefinite or specified period of time or to make any agreement with me contrary to the foregoing.

I authorize the investigation of any and all of my background, qualifications and/or any other information from whomever the MCDPL deems appropriate or desires, as I also authorize the release of any and all information by whomever MCDPL deems appropriate or desires. I also release all parties from all liability for any damage that may result from furnishing this information to the Meigs County District Public Library. This release extends to all information deemed appropriate to be released by any requesting and/or releasing party, personal or otherwise, as well as to the MCDPL itself, should it find it necessary at any time to release any information regarding myself, my employment record, or my employment status to any individual or organization the Library deems worthy of receiving such information.

I further agree to take any lawful medical examination, chemical, drug or alcohol test upon request by the MCDPL at its sole discretion as a condition of my employment, or, if I am hired, as a condition of my continued employment at any time as deemed appropriate by the Library. I agree that my refusal to take any such examinations or tests immediately upon request may be cause for my not being hired or, if I am hired, may be cause for the immediate termination of my employment. I hereby release all persons or companies conducting such examinations from any and all liability.

I also certify that the facts contained in this application are true and complete to the best of my knowledge and understanding that if I am employed, any statements I have falsified on this Application shall be grounds for dismissal. I further certify that I have read all of the foregoing, understand the same and do hereby voluntarily agree to all of the provisions contained therein.