



## Employment Application

Name	Date
Street Address	Phone
City State Zip	Social Security Number
Position or type of work desired	Full or Part Time (No temporary summer employment)
Previous experience at this library? As staff or volunteer? When?	Previous applications to this library? When?  Relative of a current employee or trustee?      Yes      No

### Education

	Name of School	Location	Course of Study	Average Grade	Years Completed	Diploma and/or Degree
<b>High School</b>						
<b>College</b>						
<b>Post-Graduate</b>						
<b>Trade School</b>						
<b>Other</b>						

**Special Skills** \_\_\_\_\_

**Organizations\*, Honors, Volunteer Work** \_\_\_\_\_

\*you may exclude those organizations which would disclose your race, color, religion, sex, age, marital status, disability, or national origin.

## Employment History

Use a separate sheet of paper for additional employers.

List most recent employer first, and indicate if you were known by another name in any position.

Dates (Mo. & Yr.)	Name and Mailing Address of Firm	Position, Title, Duties	Rate of Pay	Reason for Leaving

## References

List 3 references. Please do not list relatives.

Name	Mailing Address	Phone Number

Applicants under the age of 18 will be required, upon employment, to provide proof of eligibility to work.

Proof of citizenship or immigration status will be required upon employment.

I certify that answers given herein are true and complete to the best of my knowledge. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to employ me in the future.

I further acknowledge that any offer of employment, except to minors, is conditional on passage of a background check by the Ohio Bureau of Criminal Investigation.

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Signature of applicant

Date

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

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