

# FINDLAY-HANCOCK COUNTY PUBLIC LIBRARY

206 Broadway / Findlay, OHIO 45840 / 419.422.1712 / 419.422.0638 (fax) www.findlaylibrary.org



## Employment Application

<b>APPLICANT INFORMATION</b>			
Last Name		First	M.I.      Date
Street Address			Apartment/Unit #
City		State	ZIP
Phone		E-mail Address	
Date Available	Days/Hours Available		Desired Salary
Position Applied time? Full or Part-time?			
Are you a citizen of the United States?		YES <input type="checkbox"/> NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?
Have you ever worked for the library?		YES <input type="checkbox"/> NO <input type="checkbox"/>	If so, when?

*Note: work permits are required for high school students. Background checks are conducted prior to selection.*

<b>EDUCATION</b>			
High School		Address	
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/> Degree
College		Address	
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/> Degree
Other		Address	
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/> Degree

<b>REFERENCES</b>	
<i>Please list three professional references.</i>	
Full Name	Relationship
Company	Phone (      )
Address	
Full Name	Relationship
Company	Phone (      )
Address	
Full Name	Relationship
Company	Phone (      )
Address	

***This section MUST be filled out or your application may not be considered. You may also attach a resume.***

**PREVIOUS EMPLOYMENT**

*Begin with your most recent experience. Indicate self-employment, U.S. Military Service and Volunteer Experience. Indicate "volunteer" in the space for salary. Include all relevant details that meet the entrance requirements of the position.*

<b>Company</b>		<b>Phone</b> (    )	
<b>Address</b>		<b>Supervisor</b>	
<b>Job Title</b>	<b>Starting Salary</b>	<b>\$</b>	<b>Ending Salary</b> <b>\$</b>
<b>Responsibilities</b>			
<b>From</b>	<b>To</b>	<b>Reason for Leaving</b>	
<b>May we contact your previous supervisor for a reference?</b> <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>			
<b>Company</b>		<b>Phone</b> (    )	
<b>Address</b>		<b>Supervisor</b>	
<b>Job Title</b>	<b>Starting Salary</b>	<b>\$</b>	<b>Ending Salary</b> <b>\$</b>
<b>Responsibilities</b>			
<b>From</b>	<b>To</b>	<b>Reason for Leaving</b>	
<b>May we contact your previous supervisor for a reference?</b> <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>			
<b>Company</b>		<b>Phone</b> (    )	
<b>Address</b>		<b>Supervisor</b>	
<b>Job Title</b>	<b>Starting Salary</b>	<b>\$</b>	<b>Ending Salary</b> <b>\$</b>
<b>Responsibilities</b>			
<b>From</b>	<b>To</b>	<b>Reason for Leaving</b>	
<b>May we contact your previous supervisor for a reference?</b> <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>			

**LIST ANY OTHER TRAINING, SKILLS, EXPERIENCE, ETC. RELEVANT TO LIBRARY WORK:**

*List other relevant courses and training; professional license or certificates. Note: testing of skills may be required prior to or following selection.*

--

**DISCLAIMER AND SIGNATURE**

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. I understand that the State of Ohio is an employment at will state.*

<b>Signature</b>	<b>Date</b>
------------------	-------------