

Wood County District Public Library

251 N. Main Street • Bowling Green, OH 43402 • (419) 352-5104

Position Desired: _____

Schedule Desired: Full time or Part time
 Temporary or Regular

Salary Expected: \$ _____ per _____

Date Available: _____ / _____ / _____

Application for Employment

Please fill in the application yourself, in ink, giving complete answers to questions which apply to you. PLEASE PRINT.

Name _____
LAST FIRST MIDDLE

Address _____
STREET CITY STATE ZIP CODE

Telephone () _____ Social Security Number _____

If you are under 18, can you furnish a work permit? YES NO

Have you ever been employed here before? YES NO

Are you legally eligible for employment in this country? YES NO
(Proof of U.S. citizenship or immigration status will be required upon employment.)

Are you able to meet the attendance requirements of the position? YES NO

Have you ever been convicted of a felony? YES NO
(Such conviction may be relevant if job related, but does not bar you from employment.)

If yes, please explain: _____

Driver's license number (if required by job) _____ State _____

Employment History

List your last four (4) employers, assignments or volunteer activities, starting with the most recent, including military experience.

From	To	Employer	Telephone () -
Job Title		Address	
Immediate Supervisor and Title		Summarize the nature of work performed and job responsibilities	
Reason for leaving		Hourly Rate/Salary Start \$ _____ per _____ Final \$ _____ per _____	
From	To	Employer	Telephone () -
Job Title		Address	
Immediate Supervisor and Title		Summarize the nature of work performed and job responsibilities	
Reason for leaving		Hourly Rate/Salary Start \$ _____ per _____ Final \$ _____ per _____	
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From	To	Employer	Telephone () -
Job Title		Address	
Immediate Supervisor and Title		Summarize the nature of work performed and job responsibilities	
Reason for leaving		Hourly Rate/Salary Start \$ _____ per _____ Final \$ _____ per _____	

Skills and Qualifications

Summarize special skills and qualifications acquired from employment or other experiences that may qualify you for work at the library.

Educational Background

Name and Location	Years Completed	Did You Graduate?		Course of Study
		Major	Degree	
High School				
College				
Other				

References

Name	Telephone	Years Known
	() -	
	() -	
	() -	

It is understood and agreed upon that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or separation from the employer's service if I have been employed. Furthermore, I understand that just as I am free to resign at any time, the employer reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of the employer has the authority to make any assurances to the contrary.

I give the employer the right to investigate all references and to secure additional information about me, including background check, if job related. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.

Signature of Applicant _____ Date ____/____/____

DO NOT WRITE BELOW THIS LINE

Interviewer	INTERVIEW COMMENTS:		
Date			
Interviewer			
Date			
HIRED BY:	EMPLOYMENT SUMMARY	For Dept.	Report
DATE HIRED:	Rate _____	Hours _____	Position _____ Day Off _____
EMPLOYMENT STATUS: <input type="checkbox"/> Regular <input type="checkbox"/> Part Time <input type="checkbox"/> Occasional Part Time			