

Employment Application

Oberlin Public Library

65 S. Main Street Oberlin, OH 44074

Please complete this application by typing or printing in ink. INCOMPLETE or UNSIGNED applications will not be considered.

Completed applications are kept on file for 12 months. Please no follow-up calls or emails regarding submitted applications. Applications may be returned to the library at the above address or by scanning and emailing a signed copy to director@oberlinlibrary.org.

Application Date: _____ Position applied for: _____

Seeking (check all that apply): Full Time Part Time Date available to start: _____

Availability to work (check all that apply): Mornings Afternoons Evenings Weekends

PERSONAL DATA

Name _____ E-Mail _____
Current Address _____ City _____ State _____ Zip _____
Home Phone (_____) Cell Phone (_____)
Have you previously worked for the Oberlin Public Library? No Yes

EDUCATION

Do you have a high school diploma or GED? Yes No

List your most recent (3) schools attended, starting with the most recent:

School	Location	Degree/Diploma Earned? (Please indicate Yes or No)	Major (if applicable)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

ADDITIONAL INFORMATION THAT COULD HELP YOU QUALIFY FOR THIS POSITION

Volunteer work, licenses, certificates, professional organizations, honors, etc.

PROFESSIONAL REFERENCES

Name	Relationship	Phone Number	Years Known
_____	_____	(_____)	_____
_____	_____	(_____)	_____
_____	_____	(_____)	_____

WORK EXPERIENCE (List most recent work experience first) **If more space is needed, please attach an additional sheet.**

Employer _____ Supervisor _____

Address _____
Street / P.O. Box *City* *State* *Zip Code*

Job Title _____ Phone (_____)

Full or Part-time? _____

Dates: From _____ To _____ Reason for leaving _____

Job Description (duties, skills, equipment used) _____

May we contact this employer for a reference? Yes No

WORK EXPERIENCE

Employer _____ Supervisor _____

Address _____
Street / P.O. Box *City* *State* *Zip Code*

Job Title _____ Phone (_____)

Full or Part-time? _____

Dates: From _____ To _____ Reason for leaving _____

Job Description (duties, skills, equipment used) _____

May we contact this employer for a reference? Yes No

WORK EXPERIENCE

Employer _____ Supervisor _____

Address _____
Street / P.O. Box *City* *State* *Zip Code*

Job Title _____ Phone (_____)

Full or Part-time? _____

Dates: From _____ To _____ Reason for leaving _____

Job Description (duties, skills, equipment used) _____

May we contact this employer for a reference? Yes No

I certify that my answers are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. Because of the public records law in Ohio, the identity of applicants and most application materials cannot be considered confidential.

The final candidate selected may be required to undergo a criminal background check. Criminal convictions do not automatically preclude an applicant from consideration for a position; an individual assessment of an applicant's prior criminal convictions will be made. By signing the application, the applicant consents to a background check. I understand that false or misleading information in my application or interview may result in my release if hired.

The library is an equal opportunity employer, and reasonable accommodations will be provided during the applicant process.

Signature: _____ **Date:** _____