

# Application for Employment

## Henderson Memorial Public Library

54 E. Jefferson St. • Jefferson, OH 44047 • (440) 576-3761 • (440) 576-8402 (fax)  
www.henderson.lib.oh.us

### Personal Information

|   |                  |   |
|---|------------------|---|
| Date  | Position Desired | Employment desired<br>___ full-time ___ part-time |
| Last Name   | First Name       | Middle  |
| Street Address  |                  | Phone   |
| City, State, Zip                                      |                  | Email   |
| Are you eligible for employment in the United States? |                  | Are you 18 years or older?                        |

### Education

| High School | Name, Address, Phone | Years completed | Degree or current grade level |
|-------------|----------------------|-----------------|-------------------------------|
| College     | Name, Address, Phone | Years Completed | Degree or current grade level |
| Other       | Name, Address, Phone | Years Completed | Degree or current grade level |

Please list any skills you possess which pertain to the position for which you are applying. Please include all computer applications with which you are proficient: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### References (Provide three references that are not relatives or previous employers.)

| Name | Relationship | Years Known | Telephone Number |
|------|--------------|-------------|------------------|
|      |              |             |                  |
|      |              |             |                  |
|      |              |             |                  |

**Employment History (List most recent employer first)**

| Company Name            | Address | Phone | Dates of Employment<br>(from/to) | Name & Title of Supervisor |
|-------------------------|---------|-------|----------------------------------|----------------------------|
| Position Title & Duties |         |       | May we contact this Employer?    | Reason for leaving         |
| Company Name            | Address | Phone | Dates of Employment<br>(from/to) | Name & Title of Supervisor |
| Position Title & Duties |         |       | May we contact this Employer?    | Reason for leaving         |
| Company Name            | Address | Phone | Dates of Employment<br>(from/to) | Name & Title of Supervisor |
| Position Title & Duties |         |       | May we contact this Employer?    | Reason for leaving         |

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal. I authorize investigation of all statements contained herein and references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you. I understand and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without prior notice. I further understand that, if hired, Henderson Memorial Public Library may investigate my background, qualifications and/or other information on me as it deems appropriate at any time during said employment and release all parties, including said Library, from all liability for any damage that may result from either releasing or furnishing any such information. I understand this application does not constitute an employment contract of any kind.

“This employment application does not seek information regarding the applicant’s criminal record. However, the Library reserves the right to make inquiry into the applicant’s criminal record, to conduct a criminal background check and to condition any offer of employment on the information obtained from any such inquiry or background check. In evaluating an applicant’s criminal record, the Library shall make an individualized assessment, utilizing the factors permitted by applicable law.”

If you are hired, this employment application will become part of your official employment record.

Applicant’s Signature \_\_\_\_\_

Date \_\_\_\_\_