

# Employment Application

## Pickaway County District Public Library

### Main Library

1160 North Court Street Circleville, Ohio 43113  
phone 740-477-1644 • fax 740-474-2855

### Floyd E Younkin Branch

51 Long Street Ashville, Ohio 43103  
phone 740-983-8856 • fax 740-983-4287

**Please complete this application by typing or printing in ink. INCOMPLETE or UNSIGNED applications will not be considered.**  
The application shall be considered active for a period of time not to exceed three (3) months. Any applicants wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

Date \_\_\_\_\_ Position applied for \_\_\_\_\_ Seeking:  Full Time  Part Time

When would you be able to start? \_\_\_\_\_ What hours are you available to work? \_\_\_\_\_

Referral Source:  Newspaper  Library website  Friend/Relative  Staff  Walk-in  Other? \_\_\_\_\_

### PERSONAL DATA

Name \_\_\_\_\_ E-Mail \_\_\_\_\_

Current Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone ( \_\_\_\_\_ ) \_\_\_\_\_ Cell Phone ( \_\_\_\_\_ ) \_\_\_\_\_

Have you previously worked for the Pickaway County District Public Library?  No  Yes *If yes, please explain below:*

*When?*

*Position?*

*Reason for leaving?*

### EDUCATION

Do you have a high school diploma or GED?  Yes  No *If no, when will you graduate or earn your GED?* \_\_\_\_\_

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

School	Location	Years Completed	Degree/Diploma	Major, if applicable	Minor, if applicable
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### ADDITIONAL INFORMATION THAT COULD HELP YOU QUALIFY FOR THIS POSITION

Typing speed, Computer skills, Volunteer Work, Licenses, Certificates, Special skills, Professional Organizations, Honors, etc.

### WORK REFERENCES *(preferably persons who know about your work/training)*

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? \_\_\_\_\_ Current/ Final Hourly Rate or Salary \_\_\_\_\_

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? \_\_\_\_\_ Current/ Final Hourly Rate or Salary \_\_\_\_\_

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? \_\_\_\_\_ Current/ Final Hourly Rate or Salary \_\_\_\_\_

Dates: From \_\_\_\_\_ To \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Job Description (duties, skills, equipment used) \_\_\_\_\_  
\_\_\_\_\_

May we contact this employer for a reference?  Yes  No

The Library is an Equal Opportunity Employer.

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 to be confidential.

The final candidate selected will be required to undergo a criminal background and driving record check. Criminal convictions do not necessarily preclude an applicant from consideration for a position. An individual assessment of an applicant's prior criminal convictions will be made before excluding an applicant from consideration. By signing the application, the applicant consents to a background check.

If this application leads to employment, I understand that false or misleading information in my applications or interview may result in my release. I understand, also, that I am required to abide by all rules and regulations of the employer.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_