



Employment Application Pickaway County 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.
Completed applications are kept on file for 6 months. Please no follow-up calls or emails regarding submitted applications.

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 Pickaway County 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

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 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:** _____