



Pemberville Public Library

Employment Application

In compliance with Federal and State equal opportunity employment laws, qualified applications are considered for positions without regard to race, color, religion, sex, national origin, age, marital status, or the presence of a non-job related medical condition or handicap.

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 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.

IDENTIFICATION

Last Name _____ First Name _____ Middle Initial _____

Street Address _____ City _____ State _____ Zip _____

Telephone Number _____ Email _____

Social Security Number _____

Under Age 18? Y _____ N _____

GENERAL INFORMATION

Position applied for _____ Referred By _____

Valid Driver's License: Y _____ N _____ Can you travel if the job requires it? Y _____ N _____

Are you interested in: Full-Time work _____ Part-time work _____

Can you work evenings and Saturdays? Y _____ N _____

List professional, business, civic or volunteer groups and offices held. Omit groups that would indicate race, color, religion, sex, national origin, or age. If currently a High School Student, please list activities.

Pemberville Public Library Employment Application

Have you been employed here before? Y_____ N_____ If yes, give dates: _____

Have you applied for a job here before? Y_____ N_____

Are you a U.S. Citizen? Y_____ N_____ If not, do you have an alien registration card and will you produce it for inspection? Y_____ N_____

If you are a veteran of the U.S. Military Service, please list dates of service and branch: _____

EDUCATION

	Name/Address of School	No. of Years Attended	Did you graduate?	Major/Degrees
High School				
College				
Trade School/ Other				
Special Training				

Pemberville Public Library Employment Application

EMPLOYMENT HISTORY (Begin with your most recent position and include résumé)

Place of Employment	Duties
Address and Phone	Reason for Leaving
Supervisor's Name	Dates of Employment From: _____ To: _____
May we contact this employer? Y___ N___	Rate of Pay: \$

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AGREEMENT

Please read before signing

I certify that the answers given herein are true and completed to the best of my knowledge.

I authorize you to make such investigations and inquiries of my personal, employment, financial history, and other related matters as may be necessary in arriving at an employment decision. I hereby release employers, schools, or persons from liability in responding to inquiries in connection with my application.

In the event of employment, I understand that false or misleading information given on the application or in the interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Pemberville Public Library.

Date: _____ Signature: _____