

**APPLICATION FOR EMPLOYMENT  
OAK HARBOR PUBLIC LIBRARY**

147 West Main St. Oak Harbor, OH 43449

419-898-7001

The Oak Harbor Public Library complies with all applicable state and federal laws governing nondiscrimination in employment. We are an Equal Opportunity Employer.

Date \_\_\_\_\_

**POSITION APPLYING FOR:** \_\_\_\_\_

**APPLICANT INFORMATION:**

Name (last, First, Middle) \_\_\_\_\_

Address \_\_\_\_\_

Phone (home) \_\_\_\_\_ (Cell) \_\_\_\_\_ Email \_\_\_\_\_

Are you 18 years or older?  Yes  No If no, provide birthdate: \_\_\_\_\_

Are you legally eligible for employment in the U.S.?  Yes  No

Date you can start employment: \_\_\_\_\_ Salary/hourly pay expected: \_\_\_\_\_

Will you work evenings/weekends?  Yes  No Are you seeking  full time  part time

Have you ever been convicted of a crime?  Yes  No

If yes, please explain & provide year of conviction: \_\_\_\_\_

(A conviction will not necessarily disqualify an applicant from employment)

**EDUCATION**

School	City/State	Major	Degree	Graduate? Yes or No
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High School: \_\_\_\_\_

Technical: \_\_\_\_\_

College: \_\_\_\_\_

Other: \_\_\_\_\_

**RELATED SKILLS** What additional training, skills, or experiences do you have that are related to the position for which you are applying? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**EMPLOYMENT** Please give complete information and begin with the most recent employer.

Name of employer \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Dates of employment from (mo./yr.) \_\_\_\_\_ to (mo./yr.) \_\_\_\_\_ Current/final rate \_\_\_\_\_

Job title and duties: \_\_\_\_\_

Name and title of supervisor \_\_\_\_\_

Supervisor's work phone or email: \_\_\_\_\_ May we contact this person \_\_ Yes \_\_ No

If still employed, will contact jeopardized applicant's position? \_\_\_\_ Yes \_\_\_\_ No

Exact reason for leaving \_\_\_\_\_

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Name of employer \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Dates of employment from (mo./yr.) \_\_\_\_\_ to (mo./yr.) \_\_\_\_\_ Current/final rate \_\_\_\_\_

Job title and duties: \_\_\_\_\_

Name and title of supervisor \_\_\_\_\_

Supervisor's work phone or email: \_\_\_\_\_ May we contact this person \_\_ Yes \_\_ No

Exact reason for leaving \_\_\_\_\_

.....

Name of employer \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Dates of employment from (mo./yr.) \_\_\_\_\_ to (mo./yr.) \_\_\_\_\_ Current/final rate \_\_\_\_\_

Job title and duties: \_\_\_\_\_

Name and title of supervisor \_\_\_\_\_

Supervisor's work phone or email: \_\_\_\_\_ May we contact this person \_\_ Yes \_\_ No

Exact reason for leaving \_\_\_\_\_

**PROFESSIONAL REFERENCES** Please attach a page listing 3 persons who have direct knowledge of your work or education. Family and personal friends are not considered appropriate references unless applicant is working or has worked for the individual.

**IT IS IMPORTANT THAT YOU KNOW:**

1. Not all applicants are called for a job interview. Only those who follow instructions for filling out the application form, submit all required documents, and who meet the posted job qualifications may be contacted. A series of skills tests may be administered during the interview process, dependent on the position.
2. The Oak Harbor Public Library job application is not a contract or offer of employment.
3. A detailed work reference check will be conducted prior to extending a job offer. If a position requires a valid driver's license, a BMV (Bureau of Motor Vehicles) driving record check will also be done at the same time. A criminal background check may also be necessary for certain positions. Results of background checks may affect employment status.
4. Oak Harbor Public Library is an Equal Opportunity Employer and complies with all applicable state and federal laws governing nondiscrimination in employment.
5. Oak Harbor Public Library is a drug-free workplace.

**Certification and Authorization**

**Please read each statement in this agreement carefully before signing.**

I, the undersigned, certify that all information contained in this application is true, complete, and correct to the best of my knowledge. I understand that any material omission, misrepresentation, or falsification of this information is grounds for dismissal from or refusal of employment. I hereby authorize the investigation of all statements contained in this application and give permission to contact all or any of my previous employers, references, and/or schools for information unless otherwise noted in this document. I also give my consent to a criminal background check, if the position I am applying requires one.

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Signature of applicant

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Date