



Guernsey County District Public Library  
 63500 Byesville Road  
 Cambridge, Ohio 43725  
 740-432-7536

## Application for Employment

### Personal Information

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Position Applying For: \_\_\_\_\_

Availability: \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Seasonal/Substitute  
 \_\_\_\_\_ Days \_\_\_\_\_ Evenings \_\_\_\_\_ Weekends

Desired Location: \_\_\_\_\_ Crossroads \_\_\_\_\_ Downtown  
 \_\_\_\_\_ Byesville \_\_\_\_\_ Outreach/Bookmobile

Are you able to perform the job function of the position for which you are applying with or without reasonable accommodation? \_\_\_\_\_

Do you have a Guernsey County Library card? \_\_\_\_\_ Yes \_\_\_\_\_ No  
 Do you have a valid drivers license? \_\_\_\_\_ Yes \_\_\_\_\_ No  
 Are you legally authorized to work in the United States? \_\_\_\_\_ Yes \_\_\_\_\_ No  
 Are you at least 18 years of age? \_\_\_\_\_ Yes \_\_\_\_\_ No  
 Do you have any relatives currently employed by the library? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please list names and titles: \_\_\_\_\_

Have you ever been convicted of a crime or felony? \_\_\_\_\_ Yes \_\_\_\_\_ No

If so, please explain: \_\_\_\_\_

**Education**

High School: \_\_\_\_\_

Dates attended: \_\_\_\_\_

Did you graduate? \_\_\_\_\_ Yes \_\_\_\_\_ No

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

Dates attended: \_\_\_\_\_

Did you graduate? \_\_\_\_\_ Yes \_\_\_\_\_ No Degree earned: \_\_\_\_\_

Please list any additional skills, certifications or training:

\_\_\_\_\_  
\_\_\_\_\_

Do you have any computer experience? \_\_\_\_\_ Yes \_\_\_\_\_ No

Please list computer programs you are proficient in: \_\_\_\_\_

**Employment History**

Employer/Company: \_\_\_\_\_

Address/Phone: \_\_\_\_\_

Position held: \_\_\_\_\_

Name & Title of Supervisor: \_\_\_\_\_

Dates employed: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact this employer? \_\_\_\_\_

Employer/Company: \_\_\_\_\_

Address/Phone: \_\_\_\_\_

Position held: \_\_\_\_\_

Name & Title of Supervisor: \_\_\_\_\_

Dates employed: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact this employer? \_\_\_\_\_

**References**

Name	Address	Phone	Relationship
_____			
_____			
_____			

Employment eligibility is contingent upon a satisfactory criminal background check.

Signature of Applicant \_\_\_\_\_

***The Guernsey County Library is an Equal Opportunity Employer***

