

# APPLICATION FOR EMPLOYMENT

St. Marys Community Public Library  
140 S. Chestnut Street  
St. Marys, OH 45885  
419-394-7471

*The St. Marys Community Public Library is an equal opportunity employer. Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or disability.*

**PLEASE PRINT**

Date of application \_\_\_\_\_

Position applied for \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Number Street City State Zip Code

Telephone \_\_\_\_\_

Email Address \_\_\_\_\_

If employed and you are under 18, can you furnish a work permit?  Yes  No

Have you ever been employed here before?  Yes  No If yes, date \_\_\_\_\_

Are you legally eligible for employment in the United States?  Yes  No

On what date would you be available for work? \_\_\_\_\_

Are you able to work  Full time  Part time  Shift Work  Temporary

Can you travel if the job requires it?  Yes  No

Can you perform the duties of the job you are applying for?  Yes  No

## Education

### High School

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School name	City	State	Zip
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Did you graduate?    Yes    No

### College/University

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School name	City	State	Zip
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Did you graduate?    Yes    No

If yes, list degrees:

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Major/minor(s)

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### Graduate/ Professional

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School name	City	State	Zip
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Did you complete degree?    Yes    No

If yes, list degrees

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**List any specialized training, apprenticeships, skills and extracurricular activities you are involved in:**

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### Agreement

I certify that the answers given herein are true and complete 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 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, including permission to obtain information related to my prior work history. I indemnify and hold harmless all persons either providing or receiving information, verbal or written, pursuant to this application.

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Signature of applicant

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Date

If you are not attaching a resume and cover letter, please fill out this page.

## **Employment History**

Start with your present or last job and include all employers for the last ten years. Include military service assignments and significant volunteer experience.

1. Employer \_\_\_\_\_ Address \_\_\_\_\_

Dates employed \_\_\_\_\_ Job Title \_\_\_\_\_

Work performed \_\_\_\_\_

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

2. Employer \_\_\_\_\_ Address \_\_\_\_\_

Dates employed \_\_\_\_\_ Job Title \_\_\_\_\_

Work performed \_\_\_\_\_

3. Employer \_\_\_\_\_ Address \_\_\_\_\_

Dates employed \_\_\_\_\_ Job Title \_\_\_\_\_

Work performed \_\_\_\_\_

## **References**

Give the name, address, and telephone number of three references who are not related to you.

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