



Application for Employment

Position applying for:

PERSONAL INFORMATION

Full name:

Full address:

Phone number:

Email:

Military veteran: Yes No Branch of service:

Are you legally permitted to work in the United States? Yes No

Do you have a valid driver's license? Yes No

Position(s) desired:

Full-time Part-time

Date available to start:

Have you ever applied for a job at the Preble County District Library before? Yes No

If so, when?

If the hours are listed, can you work the hours posted in the job description?

Have you ever been dismissed from any employment position? Yes No

If yes, please explain:



EMPLOYMENT HISTORY

Please list your last three employees, beginning with the most recent.

Employer name:

Phone:

Started (month/year):

Ended (month/year):

Reason for leaving:

May we contact this employer? Yes No

Employer name:

Phone:

Started (month/year):

Ended (month/year):

Reason for leaving:

May we contact this employer? Yes No

Employer name:

Phone:

Started (month/year):

Ended (month/year):

Reason for leaving:

May we contact this employer? Yes No

Describe briefly the type of work for which you are best qualified to do because of your background, education, previous employment, training, and describe why you feel qualified for the position(s) for which you're applying:

Please list any community organization membership and volunteer positions you have held:



EDUCATION

School name and location:

Years attended:

Degree obtained:

School name and location:

Years attended:

Degree obtained:

School name and location:

Years attended:

Degree obtained:

REFERENCES

Please list at least three professional or supervisor contacts.

Name:

Phone number:

Years known:

Name:

Phone number:

Years known:

Name:

Phone number:

Years known:



Applicants may request reasonable accommodation in the application/interview process.

Preble County District Library is an Equal Opportunity Employer. Our library subscribes to the American Library Association Bill of Rights, which emphasizes serving all people and all viewpoints.

Criminal background check policy:

The Preble County District Library does a background check on all employees and volunteers who work in our library system. If a candidate's background check reveals any sexual misconduct or any felony criminal conduct, that candidate will be disqualified from employment.

Hiring policy:

Providing false or incomplete information at any step during the hiring process may result in the candidate's disqualification for employment, withdrawal of the job offers, or termination.

Hiring process:

All persons who choose to be interviewed will be contacted in a timely manner. All applications are retained for one year.

Please email applications to pcdl@preblelibrary.org or mail to 450 S. Barron Street, Eaton, Ohio 45320.

No phone calls, please.