



# Mount Gilead Public Library

41 East High Street | Mount Gilead, Ohio 43338

(419)947-5866 | mglibrary.org

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## APPLICATION FOR EMPLOYMENT

The Mount Gilead Public Library is an equal opportunity employer. It is the philosophy, intent, and commitment of this library to adhere to a policy of equal opportunities for all applicants and employees without regard to race, color, creed, religion, ancestry, age, sex, marital status, national origin, disability or handicap, or veteran status.

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

Hourly Wage Desired: \_\_\_\_\_ If hired, I would need \_\_\_\_\_ days before I could start work.

In addition to stated position, I would be interested in helping with:

Story Time  Summer Reading  Book Club  Robotics  Technology Help  Book Displays

### PERSONAL INFORMATION:

Name: \_\_\_\_\_ Application Date: \_\_\_\_\_  
First Middle Last Month/Day/Year

Address: \_\_\_\_\_  
Number and Street Apt. # City State Zip

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

Primary Phone: \_\_\_\_\_ Best time to call: \_\_\_\_\_

Do you have a Mount Gilead Library Card?  No  Yes Number \_\_\_\_\_

Are you legally eligible for employment in the United States?  No  Yes  
(If offered employment, you will be required to provide documentation to verify eligibility.)

Do you have reliable transportation  No  Yes

Are you related to any current library staff?  No  Yes: \_\_\_\_\_

Have you ever been convicted of a crime other than minor traffic offense?  No  Yes

If yes, explain: \_\_\_\_\_

(A conviction will not necessarily automatically disqualify you for employment.

Rather, such factors as age and date of conviction, seriousness and nature of the crime, and rehabilitation will be considered).

## Availability

Monday through Thursday 10:30 AM to 7:00 PM and Friday and Saturday 10:30 AM to 5:00 PM

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
FROM						
UNTIL						

## EDUCATION

Do you have a High School Diploma or equivalent (GED)?  Yes  No

Please specify level of education completed and any degrees or certificates you may hold: \_\_\_\_\_

What activities or hobbies do you enjoy? \_\_\_\_\_

## EMPLOYMENT HISTORY

Current/ Most Recent Employer:	May We Contact this Company? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Supervisor Name:	Start Date:	End Date:
Position/Duties:		
Reason for Leaving?		

Previous Employer:	May We Contact this Company? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Supervisor Name:	Start Date:	End Date:
Position/Duties:		
Reason for Leaving?		

Have you ever been discharged or asked to resign from a job?  Yes  No

If yes, explain: \_\_\_\_\_

## REFERENCES (Other than family and employers)

	Reference 1	Reference 2	Reference 3
Name			
Address			
Phone			
Relationship			

## SKILLS (CHECK ALL THAT APPLY)

- |   |                                     |  |
|---|-------------------------------------|--|
| <input type="checkbox"/> Microsoft Office | <input type="checkbox"/> Web Design | <input type="checkbox"/> Tutoring              |
| <input type="checkbox"/> Photo Editing    | <input type="checkbox"/> Lamination | <input type="checkbox"/> Book Repair           |
| <input type="checkbox"/> Photography      | <input type="checkbox"/> Printing   | <input type="checkbox"/> Email                 |
| <input type="checkbox"/> Crafting         | <input type="checkbox"/> Copying    | <input type="checkbox"/> Library Catalog/DEWEY |
| <input type="checkbox"/> Social Media     | <input type="checkbox"/> Faxing     | <input type="checkbox"/> Using the Cloud       |

## APPLICANT'S CERTIFICATION AND AGREEMENT

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and authorize [Company] to verify their accuracy and to obtain reference information on my work performance. I hereby release [Company] from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information.

I understand that, if employed, falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for dismissal.

I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules and regulations of employment of the Employer. However, I further understand that neither the policies, rules, regulations of employment or anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and at will and that either I or the Employer may terminate my employment at any time with or without notice or cause.

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

\_\_\_\_\_  
Month/Day/Year

\_\_\_\_\_  
Printed Name of Applicant