

APPLICATION FOR EMPLOYMENT  
**BIRCHARD PUBLIC LIBRARY of SANDUSKY COUNTY**  
423 Croghan Street Fremont, OH 43420 419.334.7101

The Birchard Public Library of Sandusky County complies with all applicable state and federal laws governing nondiscrimination in employment. We are an Equal Opportunity Employer.

Date \_\_\_\_\_ *It is our policy to accept job applications only for posted vacancies. Applications will be kept on file for 6 months.*

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

**APPLICANT INFORMATION**

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

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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

**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 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: \_\_\_\_\_

If still employed, will contact jeopardize 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: \_\_\_\_\_

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

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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: \_\_\_\_\_

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

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**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. Birchard Public Library has a policy of accepting job applications only for posted vacancies. Applications will be kept on file for 6 months.
2. 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.
3. The Birchard Public Library job application is not a contract or offer of employment.
4. 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 that same time. A criminal background check may be conducted following candidate's acceptance of job offer. A credit check may also be necessary for certain positions. Results of background checks may affect employment status.
5. Birchard Public Library of Sandusky County is an Equal Opportunity Employer and complies with all applicable state and federal laws governing nondiscrimination in employment.
6. Birchard Public Library of Sandusky County is a drug-free workplace.

**Certification and Authorization**

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

I certify that all information contained in my application (and resume, if applicable) is true and complete and acknowledge that Birchard Public Library of Sandusky County is relying on the accuracy of the information provided.

I authorize Birchard Public Library of Sandusky County to verify the accuracy of the information provided herein, and I authorize former employers, educational institutions and credit agencies to release information concerning me to Birchard Public Library of Sandusky County. I understand that falsification, misrepresentation or omission of requested facts may result in denial of employment or, if employed, may result in immediate dismissal. I also authorize Birchard Public Library of Sandusky County to give references and provide information about me in response to inquiries subsequent to my employment, if hired.

I understand and agree that, if hired, my employment will be for no definite period and may be terminated at any time without previous notice and with or without reason, at the will of either myself or Birchard Public Library of Sandusky County. I also understand and agree that no one has authority to promise me job security or continued employment and that the terms and conditions of my employment could be changed at any time. I agree to take any required medical, drug, or chemical test before or during employment with Birchard Public Library. Birchard Public Library of Sandusky County reserves the right to change employee compensation at any time.

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Signature of applicant

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Date