



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: _____

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