



Knowlton Library
 220 North Main Street
 Bellefontaine, Ohio 43311-2228
 Phone (937) 599-4189 Fax (937) 599-5503
 LoganCountyLibraries.org

Application for Library Employment

Personal Information

Legal Name		Preferred Name	
Street Address	City	State	ZIP code
Mailing Address	City	State	ZIP code
Phone Number	Email		

Employment Desired

Position	Department <input type="checkbox"/> Any <input type="checkbox"/> Library Page <input type="checkbox"/> Patron Services <input type="checkbox"/> Reference Services <input type="checkbox"/> Youth Services <input type="checkbox"/> Other: _____		
Preferred Hours <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	Date You Can Start	Salary Desired	
Include all locations at which you would be interested in working:			<input type="checkbox"/> Any location
<input type="checkbox"/> Knowlton (Bellefontaine) <input type="checkbox"/> DeGraff <input type="checkbox"/> Lakeview <input type="checkbox"/> Rushsylvania <input type="checkbox"/> West Liberty <input type="checkbox"/> West Mansfield			
Have you applied to or worked for Logan County Libraries in the past? <input type="checkbox"/> Yes <input type="checkbox"/> No	Position Held	Years Employed	
Are you related to or residing with anyone employed by or on the Board of Logan County Libraries? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, Logan County Libraries' policy prohibits immediate family members of present employees or current members of the Board from employment eligibility.			

Education History

	Name and Location of School	Years Attended	Subject(s) Studied	Did You Graduate?
High School				
If a current high school student, what is your grade? <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior				
College(s)				
Other				

Additional Information

Skills or training (computer skills, office experience, etc.)
Additional language(s) spoken (include fluency level)

Additional Information (Continued)

List any relevant school activities, volunteer positions, community involvement or other opportunities
List any information you want Logan County Libraries to know or consider

Employment History (List your previous three [3] employers, beginning with the most recent)

Date of Employment (Month & Year)	Name & Address of Employer	Salary	Position	Reason for Leaving	May We Contact?
From					<input type="checkbox"/> Yes
To					<input type="checkbox"/> No
Is the employer listed above your current employer? <input type="checkbox"/> Yes <input type="checkbox"/> No					
From					<input type="checkbox"/> Yes
To					<input type="checkbox"/> No
From					<input type="checkbox"/> Yes
To					<input type="checkbox"/> No

References (Provide two [2] professional and one [1] personal reference. References must not be related to or residing with you. High school students should include at least one [1] teacher.)

Full Name	Phone Number	E-Mail Address	Relationship	Years Known

Authorization (Read each statement carefully before signing.)

1. **I CERTIFY** that the information provided on this application is true, accurate and complete to the best of my knowledge. I understand that incomplete, false or misleading information on this application or other employer records shall be grounds for denial of employment or immediate termination of employment, regardless of when or how it was discovered.
2. **I UNDERSTAND** that any offer of employment is contingent on my ability to provide proof that I am legally authorized to work in the United States and to pass a background check.
3. **I UNDERSTAND** that my employment and compensation is at the will of Logan County Libraries and myself, and thus it may be terminated at any time with or without prior notice, with or without cause, at the option of Logan County Libraries and myself.
4. **I CERTIFY** that I am over the age of sixteen (16). If under the age of eighteen (18), **I CERTIFY** that I can obtain the required permit.

Signature of applicant

Date

It is with my approval that _____ makes an application for work with the Logan County Libraries.

Signature of parent/guardian, if applicant is under the age of eighteen (18)

Date