

BEXLEY PUBLIC LIBRARY
2411 E.MAIN ST
BEXLEY, OH 43209
614-231-9709

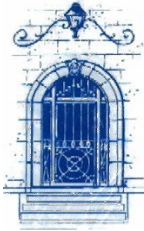
APPLICATION FOR EMPLOYMENT

Bexley Public Library (library) is an Equal Employment Opportunity employer. It is the philosophy, intent, and commitment of the library to adhere to a policy of equal employment opportunities for all applicants and employees without regard to race, color, religion, sex, age, ancestry, national origin, veteran status, mental or physical disability or any other status protected by law. Applicants may request reasonable accommodation in the application/interview process.

All persons interested in employment must complete the Application for Employment. **You must include a resume and cover letter with this application; however, a resume alone is not sufficient to consider an individual as an applicant.** When completing this application, do not leave any questions blank. Do not substitute "see resume" for any requested information.

Please be sure to indicate your availability. One Application for Employment is sufficient if interested in more than one position. Be sure to list all of the positions for which you are applying in the appropriate area. The more flexible you are regarding hours and types of work, the better your chances of being called for an interview. Your application will remain active for three (3) months from the date it is received.

The library's current job openings are typically posted in the library and on the library's website, www.bexleylibrary.org/employment. You may return your application by e-mail to bexleydirector@bexleylibrary.org, at the Circulation Desk, or by mail to the Library Director, Bexley Public Library 2411 E. Main St., Bexley, OH 43209. **Résumés and cover letters must be submitted by e-mail to bexleydirector@bexleylibrary.org.**



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PLEASE TYPE OR PRINT IN BLUE OR BLACK INK.

Name (Last, First, Middle)	
Address (Number, Street, City, State, Zip)	
Email Address:	
Home Phone:	Cell Phone:

ARE YOU LEGALLY PERMITTED TO WORK IN THE UNITED STATES? Yes No

ARE YOU SIXTEEN (16) YEARS OR OLDER? Yes No

Position(s) desired: _____ Full-time Part-time

When are you available? (Circle all that apply)	Monday – Friday	Mornings	Afternoons	Evenings
	Saturday & Sunday*	Mornings	Afternoons	Evenings

***Most positions require some nights and weekends**

Date available to start: _____

Have you previously applied for a job with Bexley Public Library? Yes No

When: _____

Have you ever been employed by Bexley Public Library? Yes No

When: _____

Reason for leaving: _____

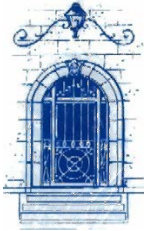
Are you related to anyone employed by Bexley Public Library? Yes No

Name and relationship: _____

Do you have any commitments that might interfere with your employment? Yes No

If yes, please explain: _____

Have you ever been dismissed from or asked to resign from any employment position? Yes No



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If yes, please explain: _____

Have you been convicted of a felony or misdemeanor (other than traffic violations)? Yes No

NOTE: A conviction will not necessarily be a bar to employment. Factors such as date, nature and number of offenses, age at the time of offense and rehabilitation will be considered.

If yes, please explain: _____

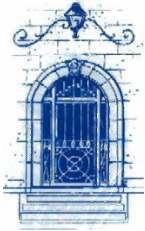
Why are you interested in working for Bexley Public Library? _____

Why do you feel qualified for the position(s) for which you are applying? _____

EDUCATION

Name of School or College	Location (City, State, Zip)	Degree/Minor	Scholastic Average	Did you Graduate?
High School				
College or University				
Graduate/Professional				
Other (Specify)				

Degree of educational achievement is considered in the hiring process only to the extent that specific educational achievement is a requirement for performing the job.



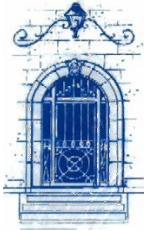
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EMPLOYMENT HISTORY

List all employment for the last five (5) years, including U.S. Military. Attach additional pages if necessary. Be sure to include the name of the employer, full name and title of supervisor, dates of employment, rate of pay and reason for leaving.

Current Employer:		Telephone (Include Area Code):
Address:		Current/Final Salary:
Dates Employed: From: To:	Position(s) Held:	Full Name and Title of Supervisor:
Job Duties:		
Do you wish to leave your current employer?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, why?		
May we contact your current employer for a reference?		<input type="checkbox"/> Yes <input type="checkbox"/> No

Most Recent Employer:		Telephone (Include Area Code):
Address:		Current/Final Salary:
Dates Employed: From: To:	Position(s) Held:	Full Name and Title of Supervisor:
Job Duties:		
Reason for Leaving:		
Previous Employer:		Telephone (Include Area Code):
Address:		Current/Final Salary:



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Dates Employed: From: To:	Position(s) Held:	Full Name and Title of Supervisor:
Job Duties:		
Reason for Leaving:		

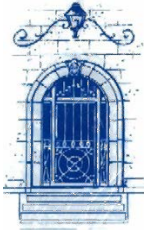
Previous Employer:		Telephone (Include Area Code):
Address:		Current/Final Salary:
Dates Employed: From: To:	Position(s) Held:	Full Name and Title of Supervisor:
Job Duties:		
Reason for Leaving:		

Have you given a complete employment history for the last five (5) years, including the name, full name and title of supervisor, dates of employment, rate of pay and reason for leaving for each employer?

Yes No If no, please explain: _____

SPECIAL SKILLS AND TRAINING

Other than English, are you fluent in any language? Please list:

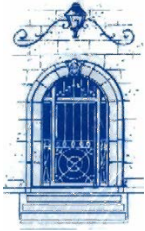


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In which computer programs do you feel you have proficiency?
Do you have any other advanced training, continuing education or special study experience that you think would be helpful in the position for which you are applying? Please List:

**REFERENCES:
PROFESSIONAL OR ACADEMIC PREFERRED.
PERSONAL REFERENCES MAY NOT BE RELATIVES**

Name	TELEPHONE NUMBER (INCLUDING AREA CODE) E-MAIL ADDRESS (IF KNOWN)
1.	Telephone Number: E-mail Address:
2	Telephone Number: E-mail Address:
3.	Telephone Number: E-mail Address:
4.	Telephone Number: E-mail Address:



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Applicant's Statement

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 90 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge the Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

If hired, this employment application will become part of your official employment record.

Applicant's Signature

Date