

Previous Employment (Use additional sheets as needed)

Organization	Phone
Address	Employed from (month/year)
Name of Supervisor	
Job Title / Description of Work	Reason for Leaving
Organization	Phone
Address	Employed from (month/year)
Name of Supervisor	
Job Title / Description of Work	Reason for Leaving

References: List person who have first-hand knowledge of your character, personality and professional experiences.

1. Name: _____

Address: _____

Phone: _____

2. Name: _____

Address: _____

Phone: _____

3. Name: _____

Address: _____

Phone: _____

Pre-Employment Requirements

I have been advised and understand that:

1. The background information supplied by the applicant for a position will be checked by the North Baltimore Public Library to assure the accuracy of the data furnished and the past performance record of the candidate.
2. I authorized the North Baltimore Public Library to make such investigations and inquires of my personal, employment and related matters as may be necessary in arriving at this employment decision. I hereby release current and past employers, schools and person from liability in responding to inquires in connection with my application for employment.
3. I understand that as a precondition of employment in the position for which I am applying I must provide a set of fingerprints and satisfactorily pass a criminal records check, if I come under final consideration for employment. A certified copy of a BCI background check performed within the last year would be acceptable. *I will pay any costs associated with the fingerprinting and criminal records check requirement.*
4. I understand that any offer of employment is conditional upon the North Baltimore Public Library receiving a satisfactory record check from the Ohio Bureau of Criminal Identification and Investigation. I understand that if the criminal record check is not satisfactory, the North Baltimore Public Library will release me from any conditional contracts of employment immediately.
5. I certify that all the information that I have provided the North Baltimore Public Library is complete and accurate and is submitted with the intent that the North Baltimore Public Library will rely on this information in making its employment decisions. I understand that, should the employer discover that I falsified any such information, I will not be hired, or if already hired, will be subjected to termination from employment on that ground.
6. This information is valid from one year from the date of the BCI record check. Consideration after this time period will once again require the applicant to complete all pre-employment requirements.

Applicant's Signature

Print Full Name

Date