



230 N. Main Street  
North Baltimore, Oh 45872  
419-257-3621

## APPLICATION FOR EMPLOYMENT

Last Name

First

Middle

Social Security #

Permanent Address

Email Address

City - State - Zip

Phone

Position Desired: \_\_\_\_\_

When are you available to being work? \_\_\_\_\_

Are you willing to work evenings? Weekends? \_\_\_\_\_

In accordance with Federal Law, any person employed by the library must provide evidence that he/she is eligible to work in the United States

In compliance with Federal and State equal opportunity employment laws, qualified applications are considered for position without regard to race, color, religion, sex, national origin, age, marital status, or the presence of a non-job-related medical condition or handicap.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Note: A current resume should be included with this application

## Education

College		Name & Location	
Major/Minor		Degree Held	
Dates Attended	From:	To:	
College		Name & Location	
Major/Minor		Degree Held	
Dates Attended	From:	To:	
High School		Name & Location	
Other		Name & Location	

**Qualifications:** (Use additional sheets if needed)

Describe your assets and experiences that make you the best qualified candidate for the position desired at the North Baltimore Public Library.

[illegible]

**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