



Jackson City Library

21 Broadway Street | Jackson, OH 45640 | 740-286-4111 | jacksoncitylibrary.org

Employment Application

Applicant Information

Full Name: _____
Last First Middle

Address: _____
Street Address

City State Zip Code

Primary Phone: _____ Email: _____

Position Applying for: _____

Date Available to Start: _____ Available: _____ Salary Desired: _____
Full-Time Part-Time

Days Available to Work: ___ Mon Tues Wed Thur Fri Sat Sun

Schedule Restrictions:

Are you legally eligible for employment in the United States?

Do you have any friends or relatives employed by JCL? Name: _____

Have you ever been employed with JCL? If yes, when? _____

Education

High School: _____ Address: _____
Did you graduate?

College: _____ Address: _____
Did you graduate? Degree: _____

Other: _____ Address: _____
Did you graduate? Degree: _____



Employment History

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ From: _____ To: _____

Responsibilities: _____

May we contact this employer for a reference? _____ Reason for leaving: _____

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ From: _____ To: _____

Responsibilities: _____

May we contact this employer for a reference? ____ Yes ____ No Reason for leaving: _____

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ From: _____ To: _____

Responsibilities: _____

May we contact this employer for a reference? ____ Yes ____ No Reason for leaving: _____

Experience and Skills

Please list any training, volunteer, skills, or other experience that would be relevant to this position.



Please list the computer programs and library cataloging systems you have experience.

References

Please list three **professional** references. Please do not list members of your immediate family.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Years Known: _____ Email: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Years Known: _____ Email: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Years Known: _____ Email: _____



Disclaimer

This employment application does not seek information regarding the applicant's criminal record. However, the Library reserves the right to make inquiry into the applicant's criminal record, to conduct a criminal background check and to condition any offer of employment on the information obtained from any such inquiry or background check. In evaluating an applicant's criminal record, the Library shall make an individualized assessment, utilizing the factors permitted by applicable law.

The Pickerington Public Library is an equal opportunity employer and does not discriminate against qualified applicants on the basis of race, color, religion, gender, genetic information, sexual orientation, national origin, age, marital status, disability, or veteran status.

Applicant's Certification and Agreement

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge. I understand that, if employed, falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for dismissal.

I authorize any person, organization or company listed on this application to furnish the Pickerington Public Library any and all information concerning my previous employment, education and qualifications. I further authorize the Pickerington Public Library to request and receive such information.

I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules and regulations of employment of the Pickerington Public Library. However, I further understand that neither the policies, rules, regulations of employment nor anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and at will and that either I or the Pickerington Public Library may terminate my employment at any time with or without notice or cause.

Signature of Applicant _____ Date: _____