



# Westerville Public Library

126 S State Street, Westerville, OH 43081  
614-882-7277 jobs@westervillelibrary.org

## Employment Application

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*  
\_\_\_\_\_  
*City State ZIP Code*

Primary Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Date Available to Start: \_\_\_\_\_ Preferred:  Full-Time  Part-Time Expected Salary: \$ \_\_\_\_\_

Schedule Restrictions: \_\_\_\_\_

Days Available to Work: Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

How were you referred to this position? Library Website  In the Library  Personal Referral  Other (please state)  \_\_\_\_\_

Have you ever been employed with WPL? YES  NO  If yes, when? \_\_\_\_\_

Do you have any friends or relatives employed by WPL? YES  NO  Name: \_\_\_\_\_

*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.*

### Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_  
Did you graduate? YES  NO  Diploma  GED

College: \_\_\_\_\_ Address: \_\_\_\_\_  
Did you graduate? YES  NO  Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_  
Did you graduate? YES  NO  Degree: \_\_\_\_\_

## Experience and Skills

Please list any training, volunteer, organizational membership or other experience that would be relevant to the position you are applying for.

Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Dates: \_\_\_\_\_

Role/Activities: \_\_\_\_\_

Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Dates: \_\_\_\_\_

Role/Activities: \_\_\_\_\_

Skills: *Check all that apply* IBM/Windows PC  MAC/Apple Systems  eReaders   
Excel  Publisher  Email  Library Cataloging Systems   
Word  Microsoft Office  Internet  Other: \_\_\_\_\_

## Previous Employment

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

May we contact this employer for a reference? YES  NO  Reason for Leaving: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

May we contact this employer for a reference? YES  NO  Reason for Leaving: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

May we contact this employer for a reference? YES  NO  Reason for Leaving: \_\_\_\_\_

## References

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

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

## Disclaimer and Signature

I certify that the information contained in this application is correct to the best of my knowledge. I understand that falsifying information is grounds for refusal to hire or discharge of employment.

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

If employed, I acknowledge that there is no specified length of employment and that this application does not constitute an agreement or contract for employment. Accordingly, either I or the employer can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state laws.

The WPL is an equal employment opportunity employer. The WPL adheres to a policy of making employment decisions without regard to race, color, religion, gender, sexual orientation, national origin, citizenship, age, height, weight, or disability. Opportunity for employment at the WPL depends solely on an applicant's qualifications.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

