



# WRIGHT MEMORIAL PUBLIC LIBRARY

1776 Far Hills Avenue, Dayton (Oakwood), Ohio 45419-2598  
Phone (937) 294-7171 Fax (937) 294-8578 www.wright.lib.oh.us

## APPLICATION FOR EMPLOYMENT — PLEASE PRINT

### PERSONAL INFORMATION

Today's Date \_\_\_\_\_  
Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_  
Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Daytime Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_ Social Security # \_\_\_\_\_

### EMPLOYMENT DESIRED

Position(s) Applied for \_\_\_\_\_ Date Available \_\_\_\_\_  
Are you available to work  Full Time  Part Time  
Are you employed now?  Yes  No  
How did you learn about the job for which you are applying? \_\_\_\_\_

### EDUCATION

Name and Location of School	Dates Attended*	Did You Graduate?	Degree Received
Elementary _____		<input type="checkbox"/> Yes <input type="checkbox"/> No	
High School _____		<input type="checkbox"/> Yes <input type="checkbox"/> No	
College/University _____		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Graduate/Professional _____		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other _____		<input type="checkbox"/> Yes <input type="checkbox"/> No	

\* The Age Discrimination in Employment Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40 years of age.

### EMPLOYMENT EXPERIENCE

List your last four jobs. Start with your present or most recent employer. Include military service or significant volunteer activities if relevant.

Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_  
Employer \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_  
Supervisor \_\_\_\_\_ Phone \_\_\_\_\_ Your Job Title \_\_\_\_\_  
Work You Performed \_\_\_\_\_  
Your Reason for Leaving \_\_\_\_\_

Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_  
Employer \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_  
Supervisor \_\_\_\_\_ Phone \_\_\_\_\_ Your Job Title \_\_\_\_\_  
Work You Performed \_\_\_\_\_  
Your Reason for Leaving \_\_\_\_\_

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**EMPLOYMENT EXPERIENCE, CONTINUED**

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Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_  
Employer \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_  
Supervisor \_\_\_\_\_ Phone \_\_\_\_\_ Your Job Title \_\_\_\_\_  
Work You Performed \_\_\_\_\_  
Your Reason for Leaving \_\_\_\_\_

Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_  
Employer \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_  
Supervisor \_\_\_\_\_ Phone \_\_\_\_\_ Your Job Title \_\_\_\_\_  
Work You Performed \_\_\_\_\_  
Your Reason for Leaving \_\_\_\_\_

May we contact all of the employers listed in the preceding section?  Yes  No

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**GENERAL**

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Additional skills and qualifications \_\_\_\_\_  
\_\_\_\_\_

List professional, trade, business, or civic activities and office held (You may exclude those which indicate race, color, religion, sex, or national origin.) \_\_\_\_\_  
\_\_\_\_\_

Have you ever been convicted of a felony or a misdemeanor?

- No You may answer "no" if your conviction has been ordered sealed, expunged, or eradicated.
- Yes If yes, please give the charge, the jurisdiction, and the date on a separate sheet. A conviction will not necessarily be a bar to employment and will be considered only as it relates to the position for which you have applied, taking into account such factors as the nature and seriousness of the violation, how long ago it occurred, and rehabilitation.

Proof of citizenship or immigration status will be required upon employment.

Employment at Wright Memorial Public Library is not for a definite period of time, and can be terminated by either the employee or Wright Memorial Public Library at any time for any reason not prohibited by law.

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**REFERENCES**

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Name two people who have known you at least one year whom we may contact. Do not include relatives or former employers.

Name	Address	Phone Number
_____	_____	_____
_____	_____	_____

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**APPLICANT'S STATEMENT**

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I certify that the answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that this application is not and is not intended to be a contract of employment. If hired, I agree 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 policies and procedures of Wright Memorial Public Library.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_