



Harris-Elmore & Genoa LIBRARIES

328 Toledo St. Elmore, OH 43416
602 West St. Genoa, OH 43430
www.harriselmorelibrary.org

Application for Employment

PLEASE PRINT AND COMPLETE ALL AREAS OF THE APPLICATION. INCOMPLETE OR ILLEGIBLE APPLICATIONS WILL NOT BE CONSIDERED FOR EMPLOYMENT PURPOSES.

Are you over age 16? Yes No

Position Desired: Clerk Page

Position Desired: Part-Time Substitute

Workplace Preference: Elmore Genoa

Date _____

Name _____

Address _____

Phone _____ **Email** _____

Are you legally eligible for employment in this country? Yes No

Have you ever been convicted of a felony or misdemeanor (other than traffic violations)? Yes No

If yes, please explain _____

Date available to begin work _____ Have you worked in a library? Yes No

The library is open Monday-Thursday 9:30am-7pm and Friday 9:30am-5pm and Saturday 9:30am-3pm. You may be asked to work evenings and Saturdays. Do you have any specific scheduling restrictions? If yes, please explain:

List any special skills or qualifications you feel would make you qualified for this position (i.e.: computer skills, library experience, craft skills, teaching children, etc.)

EMPLOYMENT HISTORY

Provide the following of your past and current employers, assignments or volunteer activities, starting with the most recent (use additional sheets if necessary). Explain any gaps in employment in comments. This section is optional if a resume is provided.

Employer _____

Address _____

Job Title _____

Dates of Employment _____

Reason for Leaving _____

May We Contact for Reference? Yes No

Summarize the Type of Work Performed and Job Responsibilities _____

Employer _____

Address _____

Job Title _____

Dates of Employment _____

Reason for Leaving _____

May We Contact for Reference? Yes No

Summarize the Type of Work Performed and Job Responsibilities _____

Employer _____
Address _____
Job Title _____
Dates of Employment _____
Reason for Leaving _____
May We Contact for Reference? Yes No
Summarize the Type of Work Performed and Job Responsibilities _____

EDUCATION

School _____
Number of Years Completed _____
Degree Earned _____
Major/Classes Taken _____

Certificates _____

School _____
Number of Years Completed _____
Degree Earned _____
Major/Classes Taken _____

Certificates _____

REFERENCES

Name _____

Position _____

Phone Number _____

Number of Years Known _____

Name _____

Position _____

Phone Number _____

Number of Years Known _____

Name _____

Position _____

Phone Number _____

Number of Years Known _____

Please explain why you are interested in working for the Harris-Elmore Public Library System, as well as list any other information you would like us to consider.
(Organizations, Hobbies, etc.)
