



## Application for Employment

**Library Policy:** Selection of employees is based solely on the requirements of the position, with due attention to educational and technical qualifications, personality, intellectual ability, and general aptitude for the position involved.

Age, race, sex, marital status, political opinions, or religious beliefs are not factors to be considered.

Appointment of members of the immediate families of Ohio County Public Library (OCPL) Board members or OCPL staff members with a master's degree in library science is strictly avoided.

**\*Note:** *If hired, your social security number will be required.*

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_  
(Last, First Middle)

**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
(Number, Street, City/State)

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

1. **Are you related to anyone employed by the OCPL or to any Trustee of the Library?** YES NO

2. **List any OCPL employees you know personally:** \_\_\_\_\_

3. **Are you legally eligible to work in the United States?** YES NO  
(Proof required upon employment)

4. **Are you at least 18 years of age?** YES NO  
(Proof required upon employment)

### EDUCATION

**GED:** YES NO

**High School Attended:** \_\_\_\_\_ **Graduated:** YES NO

**College —** N/A 1 yr. 2 yrs. 3 yrs. 4 yrs. Bachelor's Master's Doctorate  
(please check highest levels completed)

**College/s Attended:** \_\_\_\_\_

**Degree/s:** \_\_\_\_\_

**Major Course/s of Study:** \_\_\_\_\_



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**PHYSICAL REQUIREMENTS** *The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job.*

- |  |     |    |
|--|-----|----|
| 1. Are you able to lift boxes up to 40lb?  | YES | NO |
| 2. Are you able to bend for extended periods of time to place materials on low shelves?                            | YES | NO |
| 3. Are you able to lift/ reach library materials onto high shelves?  | YES | NO |
| 4. Are you able to climb onto, stand safely on, and climb off of book stools in order to shelve library materials? | YES | NO |

**WORK HISTORY** *(Please start with your present position; if unemployed, most recent position)*

1. Firm: \_\_\_\_\_ Address: \_\_\_\_\_

Kind of business: \_\_\_\_\_ Employed from: \_\_\_\_\_ to \_\_\_\_\_

Title: \_\_\_\_\_ Starting salary: \_\_\_\_\_ Present salary: \_\_\_\_\_

Nature of work: \_\_\_\_\_

Supervisory Responsibility: YES      NO      Immediate Supervisor: \_\_\_\_\_

What do/did you like most about your job?

\_\_\_\_\_  
\_\_\_\_\_

What do/did you least enjoy?

\_\_\_\_\_  
\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

2. Firm: \_\_\_\_\_ Address: \_\_\_\_\_

Kind of business: \_\_\_\_\_ Employed from: \_\_\_\_\_ to \_\_\_\_\_

Title: \_\_\_\_\_ Starting salary: \_\_\_\_\_ Ending salary: \_\_\_\_\_

Nature of work: \_\_\_\_\_

Supervisory Responsibility: YES      NO      Immediate Supervisor: \_\_\_\_\_

What did you like most about your job?

\_\_\_\_\_  
\_\_\_\_\_

What did you least enjoy?

\_\_\_\_\_  
\_\_\_\_\_

Reason for leaving: \_\_\_\_\_



## Application for Employment—Page Three

### WORK HISTORY *(continued)*

3. **Firm:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**Kind of business:** \_\_\_\_\_ **Employed from:** \_\_\_\_\_ to \_\_\_\_\_

**Title:** \_\_\_\_\_ **Starting salary:** \_\_\_\_\_ **Ending salary:** \_\_\_\_\_

**Nature of work:** \_\_\_\_\_

**Supervisory Responsibility:** YES      NO      **Immediate Supervisor:** \_\_\_\_\_

**What did you like most about your job?**

\_\_\_\_\_  
\_\_\_\_\_

**What did you least enjoy?**

\_\_\_\_\_  
\_\_\_\_\_

**Reason for leaving:** \_\_\_\_\_

### ACTIVITIES

**Hobbies or interests** *(past & present)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**In what additional activities would you like to engage?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Any other special abilities or skills?** *(Please include proficiency in languages other than English, any handicraft, secretarial skills, etc.)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## Application for Employment—Page Four

**PERSONAL REFERENCES** *(Two responsible persons who know you and are not related to you. One should be from your last place of employment)*

1. **Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Occupation:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

2. **Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Occupation:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Why do you think you would like to work in a library?**

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I hereby certify that the information I have given on my application is, to the best of my knowledge, information and belief, true and correct. Misrepresentation or omission of facts on my application, whenever discovered may result in termination of employment. I hereby authorize the Library Director or his/her representatives to inquire of each of my former employers, references, and all other persons having information concerning me, to disclose my full employment record and any other information they may have concerning me including results of controlled substance test results.

I understand this application and any other Library documents are not contracts of employment, and that any individual who is hired may voluntarily leave upon notice, and may be terminated by the Library at any time and for any reason. I understand that any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee or contractor.

**Applicant Signature:** \_\_\_\_\_

*(a digital signature can be created in Adobe Acrobat Reader DC—free to download)*

**Date:** \_\_\_\_\_

Please email completed application to Ohio County Public Library Director, Amy Kastigar, using the email address: [amy.kastigar@ohiocountylibrary.org](mailto:amy.kastigar@ohiocountylibrary.org) and the subject line: Application for Employment. Alternatively, completed applications may be dropped off in person at the Circulation Desk inside the Library or mailed to Ohio County Public Library, c/o Amy Kastigar, 52 - 16th Street, Wheeling, WV 26003.