



Defiance Public Library System

Application for Employment

Applicants may request reasonable accommodation in the application/interview process. Applications are only accepted while a position is open. **Please print and write legibly.** Illegible applications cannot be considered. A resume does not replace this application. Defiance Public Library system is an Equal Opportunity Employer.

Date: _____

Name: _____
Last First Middle

Address: _____
Street City State ZIP Code

Phone: _____ ☐ Mobile ☐ Home ☐ Work _____ ☐ Mobile ☐ Home ☐ Work
Preferred Alternate

Email: _____ ☐ Personal ☐ Work _____ ☐ Personal ☐ Work
Preferred Alternate

Are you legally permitted to work in the United States? ☐ Yes ☐ No

If you are under the age of 18, Complete the following: Date of Birth: _____

Name of Parent or Guardian: _____
Parent/Guardian address if different from the applicant: _____

Position(s) You are Applying For:

List Position(s) ("any" or "all" not sufficient): _____

Interested in: ☐ Full-Time ☐ Part-Time Date available to start: _____

Are you related to anyone employed by the Defiance Public Library System? ☐ Yes ☐ No

State name(s) and relationship(s): _____

Do you have any time commitments that might interfere with your employment? ☐ Yes ☐ No

If yes, please explain: _____

List of professional organization memberships and offices held. The applicant should exclude those that would indicate race, color, religion, sex, age, national origin, political affiliation, disability and/or ancestry:

Employment Data

List all previous employment in chronological reverse order (current/most recent position first) including U.S. Military service. You may attach additional pages if necessary. **Including a resume with this application does not replace the necessity of completing this section.**

May we contact your present employer for a reference? ☐ Yes ☐ No

Employer: _____ Telephone: _____

Address: _____ Wage/Salary: _____

Dates Employed From: _____ To: _____ Supervisor: _____

Position(s) Held: _____

Reason for Leaving: _____

Employer: _____ Telephone: _____

Address: _____ Wage/Salary: _____

Dates Employed From: _____ To: _____ Supervisor: _____

Position(s) Held: _____

Reason for Leaving: _____

Employer: _____ Telephone: _____

Address: _____ Wage/Salary: _____

Dates Employed From: _____ To: _____ Supervisor: _____

Position(s) Held: _____

Reason for Leaving: _____

Employer: _____ Telephone: _____

Address: _____ Wage/Salary: _____

Dates Employed From: _____ To: _____ Supervisor: _____

Position(s) Held: _____

Reason for Leaving: _____

Educational Data

	Institution Name	City & State	Degree/Major	Number of Years Attended
High School				
College/ University				
College/ University				
Graduate School				
Additional Institution				

Please also list/describe any classes taken, certifications earned, training, previous employment situations, or other educational experiences which make you especially qualified for the position you are applying for.

Personal References

Please list three individuals not related to you, who you have known at least one year.

Name	Address	Phone	Occupation

"I verify that the statements I have made in this application are true and complete. I understand that if I am hired, any false or incomplete statements in this application will be grounds for immediate dismissal.

I acknowledge that if hired, I will be an at will employee. My employment is for no definite period and, regardless of the date of payment of my wages and salary, I will be subject to dismissal or discipline without notice or cause, at the discretion of the employer.

I authorize the Defiance Public Library to check and verify all information contained in this application and the references listed to give the Library any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing the information to the Library."

Applicant's signature

Date