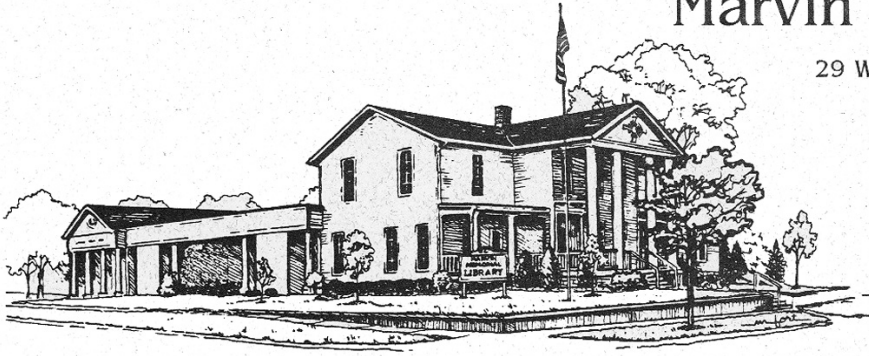


# Marvin Memorial Library

29 W. Whitney Ave., Shelby, OH 44875-1252

PHONE (419) 347-5576  
FAX (419) 347-7285



## ADULT APPLICATION FOR EMPLOYMENT

All statements and questions must be completed. All answers will be considered confidential. Please use a typewriter or print clearly in ink.

DATE: \_\_\_\_\_

### PERSONAL INFORMATION

FULL NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ SOCIAL SECURITY #: \_\_\_\_\_

Do you have any physical condition that might limit your ability to perform the particular job for which you are applying?

YES  NO

If YES, please describe such condition and explain how you can perform the job for which you are applying in spite of it.

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

### EDUCATION

Name and Location	Highest Grade Completed Or Degree/Major/Minor	Did You Graduate?
High School/G.E.D.		YES <input type="checkbox"/> NO <input type="checkbox"/>
College		YES <input type="checkbox"/> NO <input type="checkbox"/>
		YES <input type="checkbox"/> NO <input type="checkbox"/>
Other		YES <input type="checkbox"/> NO <input type="checkbox"/>

Please list below, beginning with the most recent, all your past and present employment.

EXPERIENCE					
Name of Employer	Date Started	Date Left	Salary	Position Held	Reason for leaving

Can you type? YES  NO  Do you have any computer experience? Please describe.

Approximate speed \_\_\_\_\_ Programs used \_\_\_\_\_

Please list below business, professional, and character references (not relatives).

REFERENCES		
Name	Address	Phone

**PLEASE READ CAREFULLY**

If employed, I agree to hold in strictest confidence any information concerning the library and its personnel which may come to my knowledge.

I understand that my probationary period is for a total period of six months; and if I am not adaptable to the work assignment, my employment may be terminated.

I understand that completion of this application for employment does not guarantee that I have been hired by the library.

I hereby affirm that my answers to these statements and questions are true and correct to the best of my knowledge. I have not knowingly withheld any fact or circumstances that would, if disclosed, affect my application unfavorably.

SIGNED: \_\_\_\_\_

LIBRARY USE ONLY		
Position: _____	Rate: _____	Date hired: _____