



Bexley
Public Library

2411 E. Main Street
Bexley, OH 43209
614-231-9709

APPLICATION FOR EMPLOYMENT

Applicants interested in employment with the Bexley Public Library (Library) must complete this application, and submit a resume and cover letter to be considered for any open position. Your application and resume will remain in our active file for 90 days following submission. If you are interested in multiple positions, please indicate on the application.

A couple of important tips:

- Please be specific concerning your availability. The more flexible you are regarding the hours available for work, including evenings and weekends, the more appealing your application is to the Library.
- Please provide email and phone number for at least two prior supervisors as part of your references. Personal references are not desired.

The Library's open positions are posted on our website at <https://www.bexleylibrary.org/employment>.

If you cannot apply online, you may pick up an application at the front desk of the Library and submit to the Library via mail addressed to Human Resources along with your resume and cover letter. Applicants can also submit all documents to employment@bexleylibrary.org.

The Library appreciates the fact that you considered us as a potential employer.

Thank you!

The Bexley Public Library is an Equal Employment Opportunity employer. It is our philosophy, intent, and commitment to consider all applicants without regard to race, color, religion, sex, sexual orientation or gender identity or expression, age, ancestry, national origin, veteran/military status, mental or physical disability or any other status protected by law. Applicants may request reasonable accommodation in the application/interview process.



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|---|-------|---------|
| PLEASE TYPE OR PRINT IN BLUE OR BLACK INK. | | Date: |
| | | |
| Name (Last, First, Mi): | | |
| Address: | | |
| City, State, Zip: | | |
| Email Address: | | |
| Phone: | Home: | Mobile: |

Are you legally permitted to work in the United States?

Yes No

Are you sixteen (16) years of age or older?

Yes No

| | | |
|--|--|--|
| Position(s) Desired: | | |
| Work Status Desired: | <input type="checkbox"/> Full Time | <input type="checkbox"/> Part Time |
| When are you available to work?* | Monday – Friday | Saturday & Sunday |
| <i>(Check all that apply. Most positions require some nights & weekends.)</i> | <input type="checkbox"/> Mornings <input type="checkbox"/> Afternoons <input type="checkbox"/> Evenings | <input type="checkbox"/> Mornings <input type="checkbox"/> Afternoons <input type="checkbox"/> Evenings |
| Date available to start work: | | |
| Have you previously applied for a position at Bexley Public Library? | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Have you ever been employed by Bexley Public Library? | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| If yes, reason for leaving: | | |
| Are you related or living with anyone employed by the Library or related to a member of the Board of Trustees? | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| If yes, name and relationship to you: | | |
| Do you have any commitments/restrictions that might interfere with your employment or schedule at the Library? | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| If yes, please explain: | | |



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SPECIAL SKILLS AND TRAINING

Other than English, are you fluent in any other language? Please list below.

In which computer programs do you feel you have proficiency?

Do you have any other advanced training, certifications, continuing education or special study experience that you think would be helpful in the position for which you are applying? Please note below.

REFERENCES: PROFESSIONAL OR ACADEMIC

(Please include at least 2 past supervisors unless this is your first employment experience.)

| Reference Name | Relationship/Company | Phone | Email |
|----------------|----------------------|-------|-------|
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I certify that the answers given herein are true and complete. In the event of employment, I understand that false or misleading information given in my application documents or interviews may result in discharge. If hired, this application becomes part of the official employment record.

Applicant's Signature

Date