

# ***Application For Employment***

**MARTINS FERRY PUBLIC LIBRARY**  
**20 James Wright Place - P.O. Box 130**  
**Martins Ferry, Ohio 43935-0130**  
**(740) 633-0314**  
**fax (740) 633-0935**  
**mfpl.org**

## **1. Personal Information**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Phone number \_\_\_\_\_ Social Security number \_\_\_\_\_  
Position applied for \_\_\_\_\_  
Age, needed only if under 18 \_\_\_\_\_  
    If under 18, list school you are attending: \_\_\_\_\_  
    What is the last grade you have completed: \_\_\_\_\_  
Date available \_\_\_\_\_ Date of this application \_\_\_\_\_  
Are you legally authorized to work in the United States? \_\_\_\_\_

## **2. Education**

How many years of elementary/secondary school have you completed? \_\_\_\_\_  
Where? \_\_\_\_\_  
Did you graduate? \_\_\_\_\_  
How many years of undergraduate college have you completed? \_\_\_\_\_  
Where? \_\_\_\_\_  
Degree(s) & major (s) \_\_\_\_\_  
Have you completed any graduate work? \_\_\_\_\_. If so, please give  
details: \_\_\_\_\_  
\_\_\_\_\_  
Do you have other formal education? (*E.g.*, Business school, vocational school, *etc.*)  
\_\_\_\_\_  
\_\_\_\_\_  
List any library science courses you have taken and where: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **3. Employment History (attach resume if you have one)**

<u>Employer/Company</u>	<u>Job Title/Description</u>	<u>Dates</u>
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#### 4. Special Skills

Do you have any computer experience? \_\_\_\_\_. If so, please specify skills and programs:

Word processing \_\_\_\_\_

Desktop publishing/graphics \_\_\_\_\_

Internet/CD ROM \_\_\_\_\_

Other \_\_\_\_\_

What other business or audio visual machines have you operated? \_\_\_\_\_

Have you attended workshops on customer service? \_\_\_\_\_

Do you understand the Dewey Decimal System? \_\_\_\_\_

Other skills and experience: \_\_\_\_\_

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

#### 5. Health

Do you have any health or medical conditions that would effect or limit your work at the Martins Ferry Public Library? (explain if yes) \_\_\_\_\_

\_\_\_\_\_

6. Why would you like to work in the library? \_\_\_\_\_

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

#### 7. References

Please list three persons whom we may contact to provide references for you. Two can be personal references, and at least one should be a former employer. Please do not list family members.

Name	Address	Relation	Phone
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*The Martins Ferry Public Library is an Equal Opportunity employer: employment and job classification are without regard to race, religion, gender, national origin, disability or age. Furthermore, Martins Ferry Public Library is an at-will employer.*  
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