

Job Application-Logan-Hocking Library

This form is the only accepted method to apply for jobs at the Logan-Hocking County District Library, located in Logan, Ohio. Please complete all required fields. Please note that a job application does not guarantee an interview.

* Required

1. Email *

2. Last Name *

3. First Name *

4. Middle Name

5. Maiden Name (if applicable)

6. Street Address *

7. City *

8. State *

9. Zip Code *

10. How long at this address? *

11. Home Telephone

12. Cellular Phone

13. May we text you?

Mark only one oval.

Yes

No

14. If under 18, please list age

Job Information

The following questions require you to provide job-related information. You must complete all required fields.

15. Position(s) Applied for: *

16. Check every day you would be available to work: *

Check all that apply.

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

17. Can you work evenings? *

Mark only one oval.

Yes

No

Maybe

18. Can you work weekends? *

Mark only one oval.

- Yes
 No
 Maybe

19. How many hours can you work weekly? *

20. Preferred Type of Employment *

Check all that apply.

- Part-time
 Full-time
 Either Part-time or Full-time

Other: _____

21. What is your available start date? *

Example: January 7, 2019

22. Are you willing to have a background check? *

Mark only one oval.

- Yes
 No

23. Are you willing to take a drug test? *

Mark only one oval.

- Yes
 No

Academic
History

Please complete your academic history as instructed in each question. If you did not attend a listed type of school, you can leave it blank.

24. Please provide the name, city and state of your High School (or that you have completed your GED) *

25. If you attended Vocational School, please list the name, city and state of your Vocational School

26. If you attended College, please list the name, city and state of the College you attended. If you attended multiple colleges, please list all.

27. Did you graduate from college? If so, please the name of the college you graduated, the year you graduated, and what degree(s) you earned.

28. Did you attend another type of school? Please provide name, phone number and description of school.

Transportation

29. Do you have a driver's license? *

Mark only one oval.

Yes

No

30. Do you have reliable transportation to work? *

Mark only one oval.

Yes

No

Other: _____

Computer Skills

31. Please rate the level of your computer skills.*

On a scale of 1-5, 1 being basic, which means you have enough computer skills to do basic functions, and 5 meaning you are highly skilled at using computers, and learn new software quickly.

Mark only one oval.

	1	2	3	4	5	
Basic	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Advanced

32. Please list software programs or online apps that you are proficient using: *

Employment History

Please provide us information about your employment history.

33. Do you have work experience (if you answered No, the application form will automatically skip the employment section and proceed to the reference section).

Mark only one oval.

- Yes
 No Skip to question 54

Employment History-Company 1

Enter your most recent/current employer

34. Company 1-Name

35. Company 1-Address (Street, City, State and Zip Code)

36. Company 1-phone number

37. Company 1-start date (if you don't remember the day, just use the first of the month)

Example: January 7, 2019

38. Company 1-end date (if you don't remember the day, just use the first of the month). If you are still employed with Company 1, do not answer this question.

Example: January 7, 2019

Employment History-Company 2

Previous employer (list previous employers by most recent date first)

39. Company 2-Name

40. Company 2-Address (Street, City, State and Zip Code)

41. Company 2-phone number

42. Company 2-start date (if you don't remember the day, just use the first of the month)

Example: January 7, 2019

43. Company 2-end date (if you don't remember the day, just use the first of the month). If you are still employed with Company 1, do not answer this question.

Example: January 7, 2019

Employment History-Company 3

44. Company 3-Name

45. Company 3-Address (Street, City, State and Zip Code)

46. Company 3-phone number

47. Company 3-start date (if you don't remember the day, just use the first of the month)

Example: January 7, 2019

48. Company 3-end date (if you don't remember the day, just use the first of the month). If you are still employed with Company 1, do not answer this question.

Example: January 7, 2019

Employment History-
Company 4

This application does not provide job history beyond 4 jobs. Job history extending beyond 4 jobs can be discussed if you are selected for an interview.

49. Company 4-Name

50. Company 4-Address (Street, City, State and Zip Code)

51. Company 4-phone number

52. Company 4-start date (if you don't remember the day, just use the first of the month)

Example: January 7, 2019

53. Company 4-end date (if you don't remember the day, just use the first of the month). If you are still employed with Company 1, do not answer this question.

Example: January 7, 2019

Reference #1

You are required to enter two references. Enter your 1st one in this section.

54. Reference 1- Enter full name of your first reference *

55. Reference 1-Please provide the job title of your first reference *

56. Reference 1-Please provide the company name where this reference currently works. *

57. Reference 1-Telephone Number *

58. Reference 1-Email Address (Answer "no email" if this person does not have an email address) *

Reference #2

Please enter your second reference.

59. Reference 2- Enter full name of your second reference *

60. Reference 2-Please provide the job title of your second reference *

61. Reference 2-Please provide the company name where this reference currently works. *

62. Reference 2-Telephone Number *

63. Reference 2-Email Address (Answer "no email" if this person does not have an email address) *

Comment
Section

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary (skills, life experience, etc.) to describe your full qualifications for the specific position for which you are applying.

64. Enter your comments here:

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