

EMPLOYMENT HISTORY

Please list your work experience, starting with the most recent.

Employer name	Address	Phone	Dates of employment
<hr/>			
Job duties	Name of supervisor		Reason for leaving
<hr/>			
May we contact this employer?	Y N		

Employer name	Address	Phone	Dates of employment
<hr/>			
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<hr/>			
Job duties	Name of supervisor		Reason for leaving
<hr/>			
May we contact this employer?	Y N		

Please list any school, professional, civic, or volunteer activities and offices held (omit any group which would indicate race, religion, gender, national origin or age): _____

Have you worked with computers? Y N What software are you familiar with? (i.e. Microsoft Office, Photoshop etc.) _____

Hours you are regularly available to work _____ Unavailable to work _____

REFERENCES

Please list three references who know your work habits **(NOT family members)**

Name	Address, City	Relationship	Phone (indicate work, home or cell)
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

I certify that the answers given herein are true and complete to the best of my knowledge. I authorize you to make such investigations and inquiries of my personal or employment history and other related matters as may be necessary in arriving at an employment decision. I hereby release employers, schools, or persons from liability in responding to inquiries with my applications. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand also that I am required to abide by all rules and regulations of the Orrville Public Library.

Signature _____ Date _____

** If applying for an open position and you would like an e-mail update on the status, please initial here _____ **