



BELLAIRE PUBLIC LIBRARY

330 32nd Street

☎ 740-676-9421

✉ bellaire@seolibraries.org

Bellaire, OH 43906

🖨 740-676-7940

🌐 <https://bellaire.lib.oh.us>

Application for Employment

The Bellaire Public Library is an equal opportunity employer. Selection of employees is based solely on the requirements of the position, with due attention to educational and technical qualifications, personality, intellectual ability, and general aptitude for the position involved. Age, race, sex, marital status, political opinions, or religious beliefs are not factors to be considered. Appointment of members of the immediate families of Bellaire Public Library (OCPL) Board members or OCPL staff members with a master's degree in library science is strictly avoided.

***Note:** *If hired, your social security number will be required.*

Name: _____
(Last, first, middle initial)

Address: _____
(Number, Street, City/State)

Phone #: _____ **Email:** _____

Are you related to anyone employed by the BPL or to any Trustee of the Library? YES NO

List any BCPL employees you know personally: _____

Are you legally eligible to work in the United States?
(Proof required upon employment) YES NO

Are you at least 18 years of age?
(Proof required upon employment) YES NO

Do you have a valid driver's license and reliable transportation? YES NO

PHYSICAL REQUIREMENTS: *The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job.*

1. Are you able to lift boxes up to 40lb? YES NO

2. Are you able to bend for extended periods of time to place materials on low shelves? YES NO

3. Are you able to lift/ reach library materials onto high shelves? YES NO

4. Are you able to climb onto, stand safely on, and climb off of book stools
in order to shelve library materials? YES NO

WORK HISTORY: *(Please start with your present position; if unemployed, most recent position)*

Company: _____ **Address:** _____

Kind of business: _____ **Employed from:** _____ **to** _____

Title: _____ **Starting salary:** _____ **Present salary:** _____

Nature of work: _____

Supervisory Responsibility: YES NO **Immediate Supervisor:** _____

What do/did you like most about your job?

What do/did you least enjoy?

Reason for leaving: _____

Company: _____ **Address:** _____

Kind of business: _____ **Employed from:** _____ **to** _____

Title: _____ **Starting salary:** _____ **Present salary:** _____

Nature of work: _____

Supervisory Responsibility: YES NO **Immediate Supervisor:** _____

What do/did you like most about your job?

What do/did you least enjoy?

Reason for leaving: _____

WORK HISTORY: *(continued)*

Company: _____ **Address:** _____

Kind of business: _____ **Employed from:** _____ **to** _____

Title: _____ **Starting salary:** _____ **Present salary:** _____

Nature of work: _____

Supervisory Responsibility: YES NO **Immediate Supervisor:** _____

What do/did you like most about your job?

What do/did you least enjoy?

Reason for leaving: _____

EDUCATION:

GED: YES NO

High School Attended: _____

Graduated: YES NO

College: N/A 1 yr. 2 yrs. 3 yrs. 4 yrs. Bachelor's Master's Doctorate
(please check highest levels completed)

College/s Attended: _____

Degree/s: _____

Major Course/s of Study: _____

Other training: _____

In addition to your work/education history, are there other skills, qualifications, or experience that we should consider? *(Please include proficiency in any languages, events coordinating/planning, instructional experience, computer/coding/networking experience, secretarial skills, any handicraft, etc.)*

What interests you about working in the library?

How do you think your skills and interests would help you succeed in the job for which you are applying?

I certify that the facts set forth in this application for employment are true and complete to the best of my knowledge and understand that if I am employed, false statements on this application shall be considered sufficient cause for dismissal. This Library is hereby authorized to make any investigations of my prior educational and employment history.

I understand this application and any other Library documents are not contracts of employment. I understand that employment at the Library is “at will” which means that either I or this Library can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis. I understand that no employee of the company, other than the Library Director, has any authority to alter the foregoing.

Applicant Signature: _____
(a digital signature can be created in Adobe Acrobat Reader DC—free to download)

Date: _____

Attach additional information and/or resume with this application, if available.

Please email completed application and additional documentation to Bellaire Public Library Director, Erin D. Rothenbuehler, using the email address: erothernbuehler@seolibraries.org and the subject line: Application for Employment. Alternatively, completed applications may be dropped off in person at the circulation desk inside the Library or mailed to Bellaire Public Library, c/o Erin D. Rothenbuehler, 330 32nd Street, Bellaire, OH 43906. Thank you for your interest in Bellaire Public Library.

(Revised August 1, 2022)