

Canton Public Library

Library Director Employment Application

Applicant Information and Education

Applicant Information

Full name	Date	
Street address		
City	State	ZIP code
Phone	Email	
Available start date	Preferred contact method	

Education

A bachelor's degree is required for this position.

College or university	City and state
Degree earned	Field of study
Graduation date	Additional education, certifications, or training

Criminal History

Have you ever been convicted of a felony or misdemeanor other than a minor traffic violation?

☐ No ☐ Yes If yes, please explain

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Employment History

List your three most recent positions, beginning with the most recent. Include a reason for leaving each position.

Position 1

Employer	Employer phone	
Employer address	Supervisor and title	
Your job title	Dates employed	Reason for leaving
Primary responsibilities and accomplishments		

Position 2

Employer	Employer phone	
Employer address	Supervisor and title	
Your job title	Dates employed	Reason for leaving
Primary responsibilities and accomplishments		

Position 3

Employer	Employer phone	
Employer address	Supervisor and title	
Your job title	Dates employed	Reason for leaving
Primary responsibilities and accomplishments		

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Director Qualifications

Previous library experience is preferred. Brief responses are welcome; attach additional pages if needed.

Describe your previous library experience or other closely related experience.

Describe your experience supervising employees, leading teams, or managing operations.

Describe your experience with budgets, financial reports, purchasing, or financial oversight.

Describe your experience preparing grants, managing grants, fundraising, or completing required reports.

Describe your experience with programming, outreach, partnerships, or community relations.

Describe your experience with library systems, digital services, office technology, or related tools.

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References and Applicant Certification

Professional References

List three professional references who are not related to you.

Name	Professional relationship	Phone
Email		

Name	Professional relationship	Phone
Email		

Name	Professional relationship	Phone
Email		

Applicant Certification

I certify that the information provided in this application and accompanying materials is true and complete to the best of my knowledge. I understand that false, misleading, or omitted information may result in disqualification from consideration or termination of employment. I authorize the Canton Public Library to verify employment and reference information as permitted by law.

☐ I acknowledge and agree to the certification above.

Typed signature	Date

The Canton Public Library is an equal opportunity employer. Applicants are considered without regard to race, color, national origin, age, disability, religion, sex, sexual orientation, gender identity, or any other status protected by applicable law. A criminal conviction does not automatically disqualify an applicant.