



Employment Application (At-Will)

The Library is an equal opportunity employer and will not discriminate against any applicant on the basis of any characteristic that is protected by state or federal law. Michigan law requires that a person with a disability or handicap requiring accommodation to perform the essential duties of the job must notify the employer, in writing, within 182 days of the date that the need is known or should have been known.

Position Applied For: _____ Date of Application: _____

Date You Can Start: _____

Please note that this application will only remain on file for 3 months, after which the applicant would need to re-apply.

Name: _____ Date of Birth: _____
Last First MI

Present Address: _____
Street City State ZIP

Present Address: _____
Street City State ZIP

Primary Phone: _____

Are you 18 years or older? _____ Yes _____ No

Are there any hours or days of the week you cannot work? _____ If so, when? _____

Salary Desired: _____ Type of Employment: _____ Full-time _____ Part-time

Are you employed now? _____ May we contact your present employer? _____

Have you ever applied to this library before? _____ When? _____

Under what name? _____

Education:

	Name and Address of School	No. of Years Attended	Did you Graduate?	Subject/ Major
Elementary School				
High School				
College				
Specialized Training				

Do you have US Military experience? _____ Date Entered: _____

Branch: _____ Rank: _____ Date Discharged: _____ Honorably? _____

Are you lawfully entitled to be employed in the United States? _____

Have you ever been convicted of a crime except a minor traffic violation? _____ No _____ Yes
(The response to this question will be considered in the context of its job-relatedness only.)

If so, please state citation, date and place where the offense occurred: _____

Please provide any additional information such as special skills, training, management experience, equipment operation or qualifications you feel will be helpful to us in considering your application: _____

References: Three individuals not related to you, whom you have known for at least one year:

Name	Address and Telephone	Relationship	Years Acquainted

Current and Most Recent Former Employers: (Most Recent First)

Date Month/Year	Name, Address And Telephone No. of Employer	Salary: Starting/Ending	Last Position Held/ Responsibilities	Reason for Leaving
From: To:				
From: To:				
From: To:				
From: To:				
From: To:				

May we contact the employers listed? _____ Yes _____ No

If not, which one(s)? _____

Please read the following statement carefully before signing to indicate your understanding:

I understand that, prior to being offered employment, I may be requested to take an employment examination. In the event that I have a disability that will affect my ability to take the test, I will so inform the Library prior to the administration of the test so that a reasonable accommodation can be made. The Library reserves the right to require medical documentation regarding the need for accommodation.

I further understand that I may be required to take a drug/alcohol test prior to being employed and that cooperating in the administration of this test and passing it are conditions for employment.

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements or omitted information on this application may result in termination.

I authorize investigation of all statements contained in this application for any employment-related purpose. I release the listed references and all employers, except those specifically excepted,* to provide you with any and all applicable information they may have. I hereby release these references and former employers from all liability for any information they may give to you.

I agree that any action or suit against the Library arising out of my employment or termination of employment, including, but not limited to, claims arising under state or federal civil rights statutes, must be brought within 301 days of the event giving rise to the claims or forever be barred. I waive any limitations period to the contrary.

_____ Date _____ Signature _____

*Employers specifically excepted: _____

For Employer Use Only

Interviewed by: _____ Date: _____ Hired: _____ Yes _____ No

Starting Date: _____ Position: _____ Wage: _____