Employment Application



FIFE LAKE PUBLIC LIBRARY Fife Lake Public Library 77 Lakecrest Lane Fife Lake, MI 49633 231.879.4101 231.879.3360 (fax)

QUALIFIED APPLICANTS ARE CONSIDERED FOR ALL POSITIONS WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, MARITAL OR VETERAN STATUS, OR THE PRESENCE OF A NON-JOB-RELATED MEDICAL CONDITION OR HANDICAP.

(Please Print)

			Date of Application		
Position (s) for which	you are applying:	Library Director	Library Assistan	nt Director	
		Page	Other/Substitute	;	
Referral source:	Advertisement	Fife Lake	e Library Employee		
	Employment Age	ncy Other			
Name					
Last Address_		First		Mido	lle
Street		City		State	Zip
Phone No		_			
Have you ever been e	employed here before?		Yes	☐ No	
If hired, can you subrelegal right to work in	nit verification of your the United States?	r	Yes	☐ No	
Are you available to	work?	Full Time	Part Time	Substitut	e
Are you on lay-off an	d subject to recall?		Yes	☐ No	
Do any of your friend	ls or relatives work he	re?	Yes	☐ No	
If yes, list name(s)				

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AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

Michigan law requires employers to make accommodations to disabled applicants and employees where the accommodation does not impose an undue hardship on the employer.

Disabled applicants and employees may request an accommodation of their disability by notifying the Traverse Area District Library in writing of the need for accommodation within 182 days of the date that the accommodation is needed.

Have you ever been convicted of a crime? If yes, please explain:	Yes	□ No
Are you a veteran of the U.S. military servi If yes, what was your Branch of U.S. m		□ No
List professional, trade, business or civic acreligion, sex or national origin):	ctivities and offices held (exclude gro	oups which indicate race, color,
Give name, address and telephone number of		
Name	Address	Phone
Name	Address	Phone
Name	Address	Phone

Employment Experience (If Resume is attached, skip to page 4)

List each job held. Start with your present or last job. Include military service assignments and volunteer activities. (Exclude groups which indicate race, color, religion, sex or national origin.)

Employer	Dates	Work Performed
Address & Telephone	From To	
Job Title	Hrly. Rate/Salary	
Supervisor		
Reason for Leaving		
Employer	Dates	Work Performed
Address & Telephone	From To	
Job Title	Hrly.Rate/Salary	
Supervisor-		
Reason for Leaving-		
Employer-	Dates From To	Work Performed
Address & Telephone-		
Job Title-	Hrly. Rate/Salary	
Supervisor-		
Reason for Leaving-		

If you need additional space, please continue on a separate sheet of paper.

EDUCATION			
	High School	College/ University	Graduate / Professional
School Name			
Years Completed:	9 10 11 12	1 2 3 4	1 2 3 4
(Circle) Diploma / Degree	y 10 11 12	1 2 5 .	1 2 3 .
Describe specialized training, apprenticeship, skills, and extracurricular activities.			
skills, and extra-			

Summarize special skills and qualifications acquired from employment or other experience:

State any additional information you feel may be helpful to us in considering your application.

Agreement

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision and I authorize release of all such information without any obligation to provide me written notice of such disclosure. 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, if hired, I will be required to abide by all rules and regulations of the Library.

I understand that I may be subject to a criminal background check during the application process and/or a drug screen as a condition of any offer of employment.

Signature of Applicant

Date