



Employment Application

Traverse Area District Library
610 Woodmere Ave.
Traverse City, MI 49686
(231) 932-8500
(Fax) (231) 932-8538

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: Page Librarian/Library Assistant
 Clerical Substitute/Other

Referral source: Advertisement TADL Employee
 Employment Agency Other

Name _____
Last First Middle
Address _____
Street City State Zip
Phone No. (____) _____

Have you ever been employed here before? Yes No

If hired, can you submit verification of your legal right to work in the United States? Yes No

Are you available to work? Full Time Part Time Substitute

Are you on lay-off and subject to recall? Yes No

Do any of your friends or relatives work here? Yes No

If yes, list name(s) _____

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?

Yes

No

If yes, please explain: _____

Are you a veteran of the U.S. military service?

Yes

No

If yes, what was your Branch of U.S. military service? _____

List professional, trade, business or civic activities and offices held (exclude groups which indicate race, color, religion, sex or national origin): _____

Give name, address and telephone number of three references not related to you.

1.	_____	_____	_____
	Name	Address	Phone
2.	_____	_____	_____
	Name	Address	Phone
3.	_____	_____	_____
	Name	Address	Phone

Employment Experience

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.)

1	Employer	Dates		Work Performed
		From	To	
	Address & Telephone			
	Job Title	Hrly. Rate/Salary		
		Starting	Final	
	Supervisor			
	Reason for Leaving			
2.	Employer	Dates		Work Performed
		From	To	
	Address & Telephone			
	Job Title	Hrly. Rate/Salary		
		Starting	Final	
	Supervisor			
	Reason for Leaving			
3.	Employer	Dates		Work Performed
		From	To	
	Address & Telephone			
	Job Title	Hrly. Rate/Salary		
		Starting	Final	
	Supervisor			
	Reason for Leaving			

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

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

EDUCATION

	Elementary / Middle School	High School	College / University	Graduate / Professional
School Name				
Years Completed: (Circle)	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Diploma / Degree				
Describe specialized training, apprenticeship, skills, and extra-curricular activities.				

Honors received: _____

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