



# 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

Which shifts can you work?  Mornings  Afternoons  Evenings  Weekends

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

Please list below any relatives who work here and their relationship to you (per Section 7.5 of the TADL Policy Manual):

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

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

Recommended for hire by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved for hire: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_ Start date: \_\_\_\_\_

# 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:

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**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.

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**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