

Application for Employment

Applicants for all Library positions are considered without regard to race, color, religion, gender, national origin, age, height, weight, disability, marital or veteran status, or any other legally protected status.

(PLEASE PRINT)

Date of Application _____

Position(s) Applied For: _____

How Did You Learn About Us? _____

Legal Last Name _____ Legal First Name _____ Legal Middle Name _____

Address (Number) _____ Street _____ City _____ State _____ Zip Code _____

Telephone Number(s) _____ E-mail Address _____

If you are under 18 years of age, can you provide required proof of your eligibility to work? **Yes** **No**

Have you ever filed an application with us before? **Yes** **No** **If Yes, give date** _____

Have you ever been employed with us before? **Yes** **No** **If Yes, give date** _____

Are you currently employed? **Yes** **No**

May we contact your present employer? **Yes** **No**

Can you provide proof of eligibility for employment in the United States? **Yes** **No**

Proof of citizenship or immigration status will be required upon employment.

Available start date: _____

Are you available to work: **Full Time** **Part Time**

Employee schedules include evening and weekend hours.

Are you currently on "lay-off" status and subject to recall? **Yes** **No**

Education

High School

School Name and Location _____

Years Completed _____

Diploma / Degree _____

Describe Course of Study _____

Describe any specialized training, extracurricular activities, skills, and honors you have received that may assist you in this position.

Undergraduate College / University

School Name and Location _____

Years Completed _____

Diploma / Degree _____

Describe Course of Study _____

Describe any specialized training, extracurricular activities, skills, and honors you have received that may assist you in this position.

Graduate / Professional

School Name and Location _____

Years Completed _____

Diploma / Degree _____

Describe Course of Study _____

Describe any specialized training, extracurricular activities, skills, and honors you have received that may assist you in this position.

List professional, trade, business or civic activities and offices held.

You may exclude memberships which would reveal race, color, religion, gender, national origin, age, height, weight, disability, marital or veteran status, or any other legally protected status:

Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, age, height, weight, disability, marital or veteran status, or any other legally protected status.

Employer _____

Address _____

Telephone Number(s) _____

Job Title _____

Dates Employed

Hourly Rate/Salary

From _____

Starting _____

Supervisor _____

To _____

Final _____

Reason for Leaving _____

Work Performed _____

Employer _____

Address _____

Telephone Number(s) _____

Job Title _____

Dates Employed

Hourly Rate/Salary

From _____

Starting _____

Supervisor _____

To _____

Final _____

Reason for Leaving _____

Work Performed _____

Employer _____

Address _____

Telephone Number(s) _____

Job Title _____

Dates Employed

Hourly Rate/Salary

From _____

Starting _____

Supervisor _____

To _____

Final _____

Reason for Leaving _____

Work Performed _____

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

References

Give the name, address and telephone number of three personal and/or employment references who are not related to you.

1. _____
2. _____
3. _____

Have you ever had any job-related training in the United States military? **Yes** **No**

If Yes, please describe _____

Special Skills and Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

Applicant Statement

I authorize The Farmington Community Library the right to contact any past employers or their agents regarding references and personnel record information. I authorize present and former employers and individuals I have listed as personal references, to furnish information about my employment record, including a statement of the reason for the termination of my employment, work performance, abilities and other qualities pertinent to my qualifications for employment, hereby releasing them and the Farmington Community Library from any and all liability for damages arising from furnishing the requested information.

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. This application for employment shall be considered active for a period of time not to exceed one year. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applicants are being accepted at that time. I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I agree and understand that any employment offer may be conditional upon the results of a post-offer medical examination. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date



FARMINGTON COMMUNITY LIBRARY

www.farmlib.org

Main Library

32737 W. 12 Mile Road
Farmington Hills, MI 48334
(248) 553-0300

Farmington Branch

23500 Liberty Street
Farmington, MI 48335
(248) 553-0321