

Application For Employment

Northville District Library
212 West Cady Street
Northville, Michigan 48167
248-349-3020

Instructions: Complete all necessary information. You may be asked to provide additional information on another form. This application will be kept on file. It is to your advantage to periodically check to keep it current and active. Be sure to sign and date the application.

Please Print.

Date: _____

Name _____

E-Mail Address _____ Phone (_____) _____

Address _____

City/State/Zip _____

Position applied for _____

Expected pay _____

Full-time Part-time

On what date would you be available for work? _____

Have you ever been employed here before? No Yes Date _____

Special training or skills (languages, machine operation, etc. that would be of special benefit in the job for which you are applying:

Are you legally eligible for employment in the United States? Yes No (If yes, proof is required)

Are you of legal age to work in the United States? Yes No

Educational Background

School	Name & Location	Course of study	Did you graduate?	Degree or Diploma
High School			Yes <input type="checkbox"/> No <input type="checkbox"/>	
College			Yes <input type="checkbox"/> No <input type="checkbox"/>	
Graduate School			Yes <input type="checkbox"/> No <input type="checkbox"/>	
Professional Training			Yes <input type="checkbox"/> No <input type="checkbox"/>	

Membership in professional or civic organizations (Exclude those which may disclose your race, color, religion or national origin)

Employment Experience

Place an "X" by the employer(s) you do not want us to contact. List your most recent employer first.

1. Employer _____ Address _____
Phone (_____) _____ Hours Worked Per Week _____
Job Title _____ Supervisor _____
Dates Employed: from _____ to _____ Hourly rate/salary: starting _____ final _____
Work Performed _____ Reason for Leaving _____

2. Employer _____ Address _____
Phone (_____) _____ Hours Worked Per Week _____
Job Title _____ Supervisor _____
Dates Employed: from _____ to _____ Hourly rate/salary: starting _____ final _____
Work Performed _____ Reason for Leaving _____

3. Employer _____ Address _____
Phone (_____) _____ Hours Worked Per Week _____
Job Title _____ Supervisor _____
Dates Employed: from _____ to _____ Hourly rate/salary: starting _____ final _____
Work Performed _____ Reason for Leaving _____

Personal References

(other than family members or previous employers)

1. Name _____ Phone (_____) _____
Address _____

2. Name _____ Phone (_____) _____
Address _____

3. Name _____ Phone (_____) _____
Address _____

Additional Information

TO THE APPLICANT: Read this Section carefully before answering any of the questions in this area. The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, creed, religion, sex, or national origin. Federal laws also prohibit other types of discrimination, such as age, citizenship, disability, veteran status, attainment of benefits, or participation in union activities. The laws of many states and localities also prohibit some or all of these types of discrimination, as well as prohibiting additional types of discrimination, such as discrimination based on ancestry, parental or marital status, sexual orientation, or source of income. Only those questions checked below by the employer are believed by the employer to be needed for a legally permissible reason.

Have you ever been convicted of a felony Yes No

If yes, please give details.

Please be sure to sign and date this application. Thank you for your interest in the Northville District Library.

I understand that the Immigration Reform and Control Act of November 6, 1986, requires me to prove the legality of my residency or citizenship. I am also aware that the failure to provide such proof at the time of request may legally force my termination. To the best of my knowledge the information contained on the application is true. I understand that nothing contained in this employment application or in the granting of an interview is intended to create a contract between me and the Northville District Library, for either employment or the provision of any benefits; and further understand that if an employment relationship subsequently is established, I will have the right to terminate my employment at any time and the Northville District Library will have a similar right. In addition, I understand that no promise, representation or agreement contrary to the foregoing is binding on the Northville District Library unless made in writing and signed by me and an authorized representative of the Northville District Library.

Applicant's signature _____ Date _____