

# 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 \_\_\_\_\_

