

# 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. Be sure to sign and date the application.

**Please print legibly.**

Name \_\_\_\_\_

E-Mail Address \_\_\_\_\_ Phone (        ) \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Position being 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, computer skills, etc. that would be of special benefit in the job for which you are applying):

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Are you legally eligible for employment in the United States? Yes  No  (If yes, proof of eligibility 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 (You may omit those which may disclose race, color, religion or national origin)**

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## Employment Experience

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

1.  Employer \_\_\_\_\_ Address \_\_\_\_\_  
Phone ( \_\_\_\_\_ ) \_\_\_\_\_  
Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_  
Dates Employed: from \_\_\_\_\_ to \_\_\_\_\_ Hourly rate/salary: starting \_\_\_\_\_ final \_\_\_\_\_  
Work Performed \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

2.  Employer \_\_\_\_\_ Address \_\_\_\_\_  
Phone ( \_\_\_\_\_ ) \_\_\_\_\_  
Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_  
Dates Employed: from \_\_\_\_\_ to \_\_\_\_\_ Hourly rate/salary: starting \_\_\_\_\_ final \_\_\_\_\_  
Work Performed \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

3.  Employer \_\_\_\_\_ Address \_\_\_\_\_  
Phone ( \_\_\_\_\_ ) \_\_\_\_\_  
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 \_\_\_\_\_

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**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. The questions listed below 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.

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You have been given a written job description which included the essential job functions of the position for which you have applied. Are you able to perform each of the essential job functions listed for this position with or without accommodation?  Yes  No

If you can perform the job functions with an accommodation, please describe how you would perform the functions and with what accommodations.

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**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 this 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 \_\_\_\_\_

