



## BELLEVILLE AREA DISTRICT LIBRARY EMPLOYMENT APPLICATION

Position you are applying for:

- |               |                   |
|---------------|-------------------|
| Librarian     | Circulation Clerk |
| Shelving Page | Other             |

### APPLICANT INFORMATION

Name: \_\_\_\_\_ Date: \_\_\_\_\_  

Last
First
M.I.

Address: \_\_\_\_\_  

Street Address
Apartment/Unit #
  
 \_\_\_\_\_  

City
State
ZIP Code

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Are you a citizen of the United States?    YES    NO    If no, are you authorized to work within the U.S.?    YES    NO  
                   

Have you ever been convicted of a felony?    YES    NO  
      
 If yes, explain: \_\_\_\_\_

### EDUCATION

High School: \_\_\_\_\_ Address: \_\_\_\_\_  
 From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate?    YES    NO  
   

College: \_\_\_\_\_ Address: \_\_\_\_\_  
 From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate?    YES    NO    Degree: \_\_\_\_\_  
   

Other: \_\_\_\_\_ Address: \_\_\_\_\_  
 From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate?    YES    NO    Degree: \_\_\_\_\_  
   



**EMPLOYMENT HISTORY**

*List positions in order with the most recent position held first.*

1. Employer \_\_\_\_\_  
Position \_\_\_\_\_ Dates employed \_\_\_\_\_ to \_\_\_\_\_  
Duties performed \_\_\_\_\_  
\_\_\_\_\_

May we contact this employer? YES  NO   
If no, please provide the reason: \_\_\_\_\_

2. Employer \_\_\_\_\_  
Position \_\_\_\_\_ Dates employed \_\_\_\_\_ to \_\_\_\_\_  
Duties performed \_\_\_\_\_  
\_\_\_\_\_

May we contact this employer? YES  NO   
If no, please provide the reason: \_\_\_\_\_

3. Employer \_\_\_\_\_  
Position \_\_\_\_\_ Dates employed \_\_\_\_\_ to \_\_\_\_\_  
Duties performed \_\_\_\_\_  
\_\_\_\_\_

May we contact this employer? YES  NO   
If no, please provide the reason: \_\_\_\_\_

**OTHER RELEVANT WORK SKILLS OR KNOWLEDGE:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Hours of Availability:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## REFERENCES

*Please list three professional references.*

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

## AGREEMENT AND SIGNATURE

The Belleville Area District Library is an equal opportunity employer and does not discriminate on the basis of race, ethnicity, color, age, gender, gender identity, sexual orientation, marital status, handicap, creed, religious, or political affiliation. The library makes every economically feasible effort to comply with the Americans with Disabilities Act.

I authorize the Belleville Area District Library to investigate all statements contained in this application, including record of any former employers, police departments, and other references or sources concerning me. I authorize all references and sources to release this information without liability for damage incurred in giving it. I waive any written notice of the release of these records that may be required by state or federal law.

I affirm the information provided on this application (and accompanying resume and notes, if any) is true and complete. I understand and agree any misrepresentation or false statement on this application shall be considered cause for the rejection of this application or, in the event I become employed, immediate discharge.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of applicant)



BELLEVILLE AREA DISTRICT LIBRARY

167 Fourth St • Belleville, MI 48111 • (734) 699 - 3291

<http://www.belleville.lib.mi.us/>