

**Muskegon Area District Library**

4845 Airline Road, Unit 5

Muskegon, MI 49444

231-737-6248, (fax) 231-737-6307

## Employment Application

### An Equal Opportunity Employer

**APPLICANT INFORMATION**

Last Name		First		M.I.	
Street Address				Apartment/Unit #	
City		State		ZIP	
Phone			E-mail Address		
Date Available			Position Applied For		
Do you have a valid Driver's License?	YES	NO	If job involves driving you will be required to provide Driver's License number.		
Are you legally eligible for employment in the United States?	YES	NO	Proof of identity and eligibility will be required upon employment.		
Are you 18 years or older?	YES	NO			
What other names, if any, have you used in previous employment?					
Last Previous Address.					
Have you previously worked for the Muskegon Area District Library?	YES	NO	If so, give dates		
Do you have any relatives who are employed at Muskegon Area District Library	YES	NO	If so, give name and relationship		
Can you perform the essential duties of the job in which you wish to be employed, with or without accommodation?	YES NO				
Have you ever been convicted of any violation of the law other than minor traffic offenses?	YES	NO	If yes, explain and give dates		
Do you have any felony charges pending?	YES	NO	If yes, explain		

**EDUCATION/TRAINING**

High School		Location			
Did you graduate?	YES	NO	Degree		
College				Location	
Did you graduate?	YES	NO	Degree		
Other				Location	
Did you graduate?	YES	NO	Degree		
Do you possess any licenses or certificates relevant to the job for which you are applying?					
Have you ever volunteered in a library before? If so where?					
In addition to your work experience and training, please give other reasons why you feel you would be successful in working for the Muskegon Area District Library?					

**PREVIOUS EMPLOYMENT BEGINNING WITH MOST RECENT (ATTACH ADDITIONAL SHEETS IF NECESSARY)**

Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?		YES	NO
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?		YES	NO
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?		YES	NO

**REFERENCES**

*Please list three **PROFESSIONAL** references.*

Full Name	Relationship	
Company	Phone	
Address		
Full Name	Relationship	
Company	Phone	
Address		
Full Name	Relationship	
Company	Phone	
Address		

Emergency Contact:

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Name	Street	City/State	Phone
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**DISCLAIMER AND SIGNATURE. PLEASE READ CAREFULLY BEFORE SIGNING.**

In compliance with the federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form within 72 hours of commencing employment.

I understand if I am offered a position with the Muskegon Area District Library, I will be required to submit to post-offer employment physical by a doctor or facility designated by and at the expense of the Muskegon Area District Library.

I certify that the information contained in this application is correct to the best of my knowledge. I understand I am applying for employment with Muskegon Area District Library. I understand that any false statements made as part of the application will be sufficient cause for dismissal. I also grant permission for the authorities of this institution to investigate my references and release said institution, as well as my former employers, from any and all liability resulting from such investigation. I further understand that the application does not constitute an employment contract and termination at will, by either me or Muskegon Area District Library, could occur during the employment relationship.

Signature	Date
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