

Employment Application

The Henika District Library is an Equal Employment Opportunity employer and will not discriminate against any applicant on the basis of race, color, religion, gender identity, sexual orientation, age, national origin, veteran status, disability, height, weight, familial status, marital status, or any other characteristic protected by federal, state, or local law.

Name _____

Address _____

Phone _____ Email Address _____

Do you have the legal right to work in the U.S.? Yes No

Are you in school now? Yes No

If yes, where? _____

If you are in school now, what is your expected graduation date? _____

Educational Institutions

Name of School	Location of School	Major/Minor, Concentration	Degree or Certificate Earned	Year Received

Summarize any training, skills, and/or certificates and interests that may qualify you as being able to perform job-related functions in the position for which you are applying. _____

Business References

Work, volunteer, and school related references are preferred

Name	Contact Information	Relationship

Excluding minor traffic violations, have you ever been convicted of a felony or misdemeanor? Yes No

If yes, please provide dates and details. _____

A prior conviction does not constitute an automatic bar to employment. Factors such as date of the offense, nature and seriousness of the conviction and relation to the position for which you have applied will be taken into account.

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Employment History

Please start with your current or most recent position, including military duty.

Employer Name _____ Start Date _____ End Date _____

Address _____

Position Title _____ Compensation _____

Summarize the nature of the work performed and job responsibilities _____

Reason for Leaving _____

May we contact this employer? Yes No

Immediate Supervisor and Title _____

Immediate Supervisor Contact Information _____

Employer Name _____ Start Date _____ End Date _____

Address _____

Position Title _____ Compensation _____

Summarize the nature of the work performed and job responsibilities _____

Reason for Leaving _____

May we contact this employer? Yes No

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Employer Name _____ Start Date _____ End Date _____

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Summarize the nature of the work performed and job responsibilities _____

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May we contact this employer? Yes No

Immediate Supervisor and Title _____

Immediate Supervisor Contact Information _____

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Hours and Availability

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Earliest Availability						
Latest Availability						

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 rejection of this application or, in the event I become employed, immediate discharge.

I expressly authorize Henika District Library and its representatives to contact and obtain information for all references, employers, public agencies and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume, or job interview. 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 understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete the Employment Eligibility Verification Form I-9.

I certify that I have read, fully understand, and accept all of these terms.

Signature _____ Date _____

This application may be returned to:

Elysha Cloyd, Library Director
Henika District Library
149 South Main Street
Wayland, MI 49348

Or submitted electronically to wayec@henikalibrary.org.

Thank you for your interest in working at the Henika District Library.