



Baldwin Public Library
300 W. Merrill St.
Birmingham, MI 48009
Phone: 248/647-1700
Fax: 248/647-6393
www.baldwinlib.org

APPLICATION FOR EMPLOYMENT

*An equal opportunity Employer**

POSITION APPLIED FOR: _____

APPLICATION DATE: _____

MINIMUM SALARY ACCEPTABLE: _____ DATE AVAILABLE FOR WORK: _____

INSTRUCTIONS: Complete all necessary information. Please print or type. Be sure to sign and date this application.

NAME (Last, First, M.I.) _____ SOCIAL SECURITY # _____ - ____ - _____

ADDRESS: _____

CITY/STATE/ZIP CODE: _____

PHONE NUMBER: _____ / _____ - _____

PRIOR ADDRESSES (last 5 years): _____

IF THE POSITION YOU ARE APPLYING FOR REQUIRES DRIVING MOTOR VEHICLES ON PUBLIC ROADS, PLEASE INCLUDE YOUR MICHIGAN DRIVER LICENSE NUMBER: _____

ARE YOU INTERESTED IN FULL TIME WORK? _____ Yes _____ No

ARE YOU INTERESTED IN PART TIME WORK? _____ Yes _____ No

ARE YOU AVAILABLE TO WORK NIGHTS AND WEEKENDS? _____ Yes _____ No

ARE YOU 18 YEARS OF AGE OR OLDER? _____ Yes _____ No

DO YOU HAVE ANY RELATIVES NOW OR PREVIOUSLY EMPLOYED BY THE CITY OF BIRMINGHAM? _____ Yes _____ No Name: _____

HAVE YOU EVER BEEN CONVICTED OF A CRIME? _____ Yes _____ No
(A positive answer to this question does not automatically disqualify you from consideration)

IF YES, WHEN, WHERE, AND NATURE OF OFFENSE: _____

ARE THERE ANY FELONY CHARGES PENDING AGAINST YOU? _____ Yes _____ No

IF YES, WHEN, WHERE, AND NATURE OF OFFENSE: _____

DO YOU KNOW ANY REASON WHY YOU WOULD NOT BE ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB FOR WHICH YOU ARE APPLYING, WITH OR WITHOUT ACCOMMODATION?

Michigan law requires employers to make accommodations to handicapped applicants and employees where the accommodation does not impose an undue hardship on the employer. Handicapped employees and applicants may request an accommodation of their handicap by notifying the City in writing of the need for accommodation within 182 days of the date the handicapper knows or should know that an accommodation is needed. Failure to notify the City will preclude any claim that the employer failed to accommodate the handicapper.

IN THE EVENT OF AN EMERGENCY, WHOM DO YOU WISH TO BE NOTIFIED?

NAME: _____

PHONE NUMBER: _____

STREET ADDRESS: _____

CITY/STATE/ZIP: _____

EDUCATIONAL BACKGROUND

SCHOOL	NAME AND LOCATION OF SCHOOL	COURSE OF STUDY	DID YOU GRADUATE?	HIGHEST GRADE DEGREE OR DIPLOMA
HIGH SCHOOL	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
G.E.D.	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
VOCATIONAL	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
COLLEGE	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
UNIVERSITY	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
OTHER	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____

PROFESSIONAL LICENSES/CERTIFICATES/CREDENTIALS:

TYPE: _____

NUMBER: _____

TYPE: _____

NUMBER: _____

TYPE: _____

NUMBER: _____

COMPUTER KNOWLEDGE:

SYSTEMS: _____

SOFTWARE PROFICIENCY: _____

MILITARY SERVICE

BRANCH: _____

DATES: _____

FINAL RANK: _____

TYPE OF DISCHARGE: _____

LIST OTHER EXPERIENCES, ABILITIES, OR TALENTS THAT YOU MAY HAVE THAT YOU COULD BRING TO BALDWIN.
i.e. Foreign Languages, Arts, Crafts.

EMPLOYMENT EXPERIENCE

List jobs held in the past 10 years. List your present employment first. List every promotion as a new job. Attach extra pages if necessary. Describe your jobs duties in detail to enable the reviewer to correctly evaluate your qualifications. List the primary tasks and responsibilities performed in each position held. The information that you provide will be used in determining whether or not you are employed.

EMPLOYER: _____ ADDRESS: _____

PHONE NUMBER: _____ JOB TITLE: _____

SUPERVISOR/TITLE: _____

DATES EMPLOYED: FROM _____ TO _____

SALARY RECEIVED: START _____ FINAL _____ FULL OR PART TIME _____

REASON FOR LEAVING: _____

WORK PERFORMED:

EMPLOYER: _____ ADDRESS: _____

PHONE NUMBER: _____ JOB TITLE: _____

SUPERVISOR/TITLE: _____

DATES EMPLOYED: FROM _____ TO _____

SALARY RECEIVED: START _____ FINAL _____ FULL OR PART TIME _____

REASON FOR LEAVING: _____

WORK PERFORMED:

EMPLOYER: _____ ADDRESS: _____

PHONE NUMBER: _____ JOB TITLE: _____

SUPERVISOR/TITLE: _____

DATES EMPLOYED: FROM _____ TO _____

SALARY RECEIVED: START _____ FINAL _____ FULL OR PART TIME _____

REASON FOR LEAVING: _____

WORK PERFORMED:

Have you ever worked for a company under a different name? _____ Yes _____ No

If yes, what was the name? _____

Have you ever been discharged from any employment? _____ Yes _____ No

If yes, please explain: _____

REFERENCE RELEASE

I authorize the Baldwin Public Library to contact all references and previous places of employment listed on accompanying resume'.

Signature: _____

CERTIFICATION/SIGNATURE

I certify that the facts set forth in the Application for Employment, in my resume and in the other materials I have submitted are true and complete. I understand and acknowledge that false information provided by me will result in disqualification from employment with the employer (hereinafter "the City of Birmingham") or in dismissal from employment if offer of employment has been made and accepted.

I hereby authorize the City of Birmingham, to contact all of my former and current employers, educational institutions and the other references I have provided regarding me and my performance record and work, academic and /or military experience. I also hereby release the City of Birmingham and its employees and agents, and all of my former employers, educational institutions, and other references I have provided, from any and all liability and damages for releasing or using information concerning me and my performance record and work, academic and/or military experience. I also hereby waive any right under the Bullard-Plawecki Right to Know Act, 1978 PA 397, to receive written notice from the City of Birmingham or any other former or current employer, that disciplinary report, letter of reprimand, or other disciplinary action taken against me while employed, will be or have been disclosed to a third person or entity.

I also understand that the City of Birmingham may, in its sole discretion, conduct or have conducted by an individual or entity of its choice, a conviction-only criminal background history and Central Registry search on me. I hereby consent to this search being conducted and to the disclosure of the results of that search by the individual or entity conducting the search, the City of Birmingham, and its employees and agents, from any and all liability, claims and damages, including but not limited to, claims for releasing or using any information revealed as a result of this search. I also understand and acknowledge that convictions may result in disqualification from employment with the City of Birmingham or in dismissal from employment if an offer of employment has been made and accepted.

I hereby consent to having a physical and/or psychological examination and/or test(s), including but not limited to drug and/or alcohol testing, conducted by a physical or other professional of the City of Birmingham's choice, and I understand that any offer of employment is conditioned upon the results of this examination(s) and/or test(s).

I agree not to commence any action or suit relating to my employment with the City of Birmingham more than 180 days after the occurrence of the facts giving rise to the claim, of more than 180 days of the dates of my termination of such employment, whichever is earlier, and to waive any statute of limitations to the contrary.

If I am employed, I understand that additional personal data will be required for determination of benefit eligibility and for statistical purposes.

I will abide by all policies, rules and regulations of the City of Birmingham.

Signature: _____ Date: _____

(Print Name)

*Baldwin Public Library is an equal opportunity employer. It does not discriminate on the basis of race, color, national origin, creed or ancestry, age, religion, sex, height, weight, sexual orientation, marital status or handicapping condition in employment. No person shall be denied employment solely because of any handicap or disability that is unrelated to the individual's ability to do the essential functions and duties of the job with or without accommodation.