

# Bath Township Public Library

## Application for Employment (At-Will)

The Bath Township Public Library is an equal opportunity employer and will not discriminate against any applicant based on any characteristic that is protected by State or Federal law. Michigan law requires that a person with a disability or handicap requiring accommodation to perform the essential duties of the job must notify the employer in writing within 182 calendar days of the date that the need is known or should have been known. Federal law has no such requirement.

Position Applied For: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Date You Can Start: \_\_\_\_\_ Please note that this application will only remain active for 6 months, after which the applicant would need to re-apply.

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

Last                      First                      M.I.

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

Street                      City                      State                      Zip

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

Street                      City                      State                      Zip

Telephone #: Home (\_\_\_\_\_) \_\_\_\_\_ Work (\_\_\_\_\_) \_\_\_\_\_

Are you 18 years or older? \_\_\_\_\_ Yes \_\_\_\_\_ No

Are there any hours or days of the week you cannot work? \_\_\_\_\_ If so, when? \_\_\_\_\_

Type of Employment: \_\_\_\_\_ Full-time \_\_\_\_\_ Part-time

Are you employed now? \_\_\_\_\_ May we contact your present employer? \_\_\_\_\_

Name, title and phone of current employer: \_\_\_\_\_

Have you ever applied to this Company before? \_\_\_\_\_ Where? \_\_\_\_\_

Under what name? \_\_\_\_\_ When? \_\_\_\_\_

### EDUCATION:

	Name and Location of School	No. of Years Attended	Did You Graduate?	Subject/Major
High School				
College				
Specialized Training				

Do you have US Military experience? \_\_\_\_\_ Date Entered: \_\_\_\_\_

Branch: \_\_\_\_\_ Rank: \_\_\_\_\_ Date Discharged: \_\_\_\_\_ Honorably? \_\_\_\_\_

Are you lawfully entitled to be employed in the United States? \_\_\_\_\_

Have you ever been convicted of a crime except a minor traffic violation? \_\_\_\_\_ No \_\_\_\_\_ Yes

If so, please state citation, date and place where offense occurred. \_\_\_\_\_

\_\_\_\_\_  
Please provide any additional information such as special skills, training, management experience,  
equipment operation or qualifications you feel will be helpful to us in considering your application.  
\_\_\_\_\_  
\_\_\_\_\_

**REFERENCES:** Three individuals not related to you, whom you have known for at least one year:

Name	Address and Telephone	Relationship	Years Acquainted

Emergency Contact: \_\_\_\_\_

Name

Street

City/State

Phone

**CURRENT AND FORMER EMPLOYERS:** (Most Recent First )

Date Month/Year	Employer Name, Address, and Telephone	Salary Starting/ Ending	Last Position Held/ Responsibilities	Reason for Leaving
From:				
To:				
From:				
To:				
From:				
To:				
From:				
To:				
From:				
To:				

May we contact the employers listed? \_\_\_\_\_ Yes \_\_\_\_\_ No

If not, which one(s)? \_\_\_\_\_

\* \* \*

**Please read the following statement carefully before signing to indicate your understanding.**

I certify that the facts contained in this application are true, accurate, and complete to the best of my knowledge and understand that, if employed, falsified statements or omitted material facts on this application may result in my disqualification from consideration for employment, or termination from employment if I have been hired.

I understand and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated with or without cause, at any time, with or without notice. This provision supersedes any oral or written representation to the contrary unless in writing and signed by both the President of the company and the person to whom the writing is directed.

I authorize investigation of all statements contained in this application for any employment-related purpose. I release the listed references and all employers, except those specifically excepted,\* to provide you with any and all applicable information they may have. I hereby release these references and former employers from all liability for any information they may give to the Company and waive any right that I might have to be provided with notice that they are releasing this information, specifically any notice rights under the Bullard-Plawecki Employee Right-to-Know Act.

\_\_\_\_\_  
Signature

Date

\* Employers specifically excepted: \_\_\_\_\_

For Employer Use Only			
Interviewed By: _____	Date: _____	Hired: _____	Yes _____ No _____
Starting Date: _____	Position: _____	Wage: _____	

Please send completed application to [kreynolds@bathtownshippubliclibrary.org](mailto:kreynolds@bathtownshippubliclibrary.org) or mail it to  
Bath Township Public Library  
P.O. Box 368  
Bath, MI 48808