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Ferndale Area District Library

222 E. Nine Mile Rd.

Ferndale, MI 48220

248-546-2504

## 

**EMPLOYMENT APPLICATION**

**Answer all questions.** If more space is needed to answer questions completely, attach a separate sheet. Notify the library promptly if your address or telephone number changes. A resume may be attached but does not replace completing the application.

**Consideration of your application depends on the following**:

1. The completed application must be received by the deadline date and time.
2. Failure to disclose felony or misdemeanor convictions will result in disqualification for further employment consideration. A conviction will not necessarily be a bar to employment.

The Ferndale Area District Library considers all applicants without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, genetic information, or status as a Vietnam-era or special disabled veteran in accordance with federal law. The library also provides “reasonable accommodations” to qualified individuals with disabilities, in accordance with the Americans With Disabilities Act and applicable state and local laws.

Position applying for: Date Available To Start:

Name: Date of Application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Last) (First) (Middle)

Residence Address:

(Number, Street, Apt No.) (City) (State) (Zip Code)

Telephone Number: Email:

If under 18, can you furnish a State of Michigan work permit upon employment? Yes No N/A

Have you ever been convicted of a felony or misdemeanor? Yes No If yes, please explain:

(A conviction will not necessarily be a bar to employment. The nature and circumstances of a conviction will be

considered in any employment related decision)

**EDUCATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| School | Name and Address of School | Course of Study | Circle Last Year Completed | Did you Graduate? | Diploma or Degree Received |
| High  School |  | n/a | 9 10 11 12 | yes  no |  |
| College |  |  | 1 2 3 4  5 6 7 8 | yes  no |  |
| Other  (Specify) |  |  | 1 2 3 4  5 6 7 8 | yes  No |  |

**WORK HISTORY** Start with your most recent position and work back. In the space below, give your complete record of employment. You must completelyfill out this section even if attaching a resume. Describe in detail the work you performed. (If you need more room to complete your prior work history, use additional sheets of paper.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dates of employment | State your exact title,  then describe your duties | Employer Name, Address & Phone Number | Name of Supervisor & Title | Reason for Leaving |
| From  mo/yr:  To  mo/yr: |  |  |  |  |
| From  mo/yr:  To  mo/yr: |  |  |  |  |
| From  mo/yr:  To  mo/yr: |  |  |  |  |
| From  mo/yr:  To  mo/yr: |  |  |  |  |

**MILITARY SERVICE RECORD** Have you ever served in the U.S. Armed Forces? Yes No

List duties in the Service, including special training that is relevant to the position for which you have applied:

# COMPUTER SKILLS

Please list any computer or technology skills you have (e.g. Microsoft Office, AV equipment, mobile devices, Google

Drive):

# JOB SKILLS

Please list experiences, skills, or abilities that you feel especially qualify you for this position (refer to position description if necessary).

**PERSONAL REFERENCES** (excluding relatives)

|  |  |  |  |
| --- | --- | --- | --- |
| Name and Occupation | Dates Known | Address | Telephone Number |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

I understand that, if I am appointed to this position, I will, now and in the future, be subject to all polices, procedures, rules and regulations of the Ferndale Area District Library.

I certify that the facts set forth in this Application of Employment, in my resume and in the other materials I have submitted are true and complete.

**Signature: Date:**

**RETURN TO:** Ferndale Area District Library, 222 E. Nine Mile Road, Ferndale, MI 48220

ATTN: Jenny Marr, Director

Fax: 248-545-5840 E-mail: jmarr@ferndalepubliclibrary.org

**THE FERNDALE AREA DISTRICT LIBRARY IS AN EQUAL OPPORTUNITY EMPLOYER**

Revised 6/19