

Bath Township Public Library

Application for Part-time 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.

Date _____ Date you can start _____

Please note that this application will only remain active for 6 months.

Name: _____

Last First M.I.

Present Address: _____

Street City State Zip

Permanent Address (If applicable):

Street City State Zip

Telephone number: (_____) _____

Are you 18 years or older? ____ Yes ____ No

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

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? ____ When? _____

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

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:				

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.

Date Signature

* Employers specifically excepted: _____

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

Please mail paper copies of the completed application to Bath Township Public Library
P.O. Box 368 Bath, MI 48808 or email to Kristina Reynolds, Library Director
kreynolds@bathtownshippubliclibrary.org