Ferndale Area District Library 222 E. Nine Mile Rd. Ferndale, MI 48220 248-546-2504



EMPLOYMENT APPLICATION

<u>Answer all questions.</u> 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.

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:(Last)	(First)	(Middle)	Date of Appli	cation:	
Residence Address:	(Number, Street, Apt No.)		(C	City)	(State)	(Zip Code)
Telephone Number:		Email:				
If under 18, can you furr	nish a State of Michigan work բ	permit upon	employm	ent? Yes •	No N/A	

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 completely fill 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 Please list an	SKILLS y computer or technology skills you hav	e (e.g. Microsoft Office, AV ed	quipment, mobile dev	vices, Google		
Drive):						

JOB SKILLS Please list experiences, skills, or abilinecessary).	ties that you feel especiall	ly qualify you for this position (re	fer to position description if
PROFESSIONAL REFERENCES	_		
Name and Occupation	Dates Known	Address	Telephone Number
l certify that the facts set forth in this a are true and complete.	Application of Employmen	t, in my resume and in the other	materials I have submitted
Signature:		D	ate:
RETURN TO: *If you are app	lying for a posted position	on, follow instructions for sen	ding in your application.
Otherwis	e, return to:		
Ferndale		E. Nine Mile Road, Ferndale, M	48220

THE FERNDALE AREA DISTRICT LIBRARY IS AN EQUAL OPPORTUNITY EMPLOYER

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