

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.

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

**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 SKILLS**

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

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
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**JOB SKILLS**

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

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**PROFESSIONAL REFERENCES**

Name and Occupation	Dates Known	Address	Telephone Number

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:** \*If you are applying for a posted position, follow instructions for sending in your application.

**Otherwise, 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@fadl.org

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