



## Employment Application

Please read all instructions carefully and complete all sections of the application completely and accurately. It is your responsibility to provide sufficient information on this application to indicate that you meet the minimum qualifications for the job for which you wish to be considered. The Van Buren District Library (VBDL) is an equal opportunity employer and will not discriminate against any applicant on the basis of any characteristic that is protected by state or federal law. If requested in advance and in compliance with the Americans with Disabilities Act and the Michigan Persons with Disabilities Civil Rights Act, VBDL will provide reasonable accommodation to applicants in need of such accommodation to permit access to the application, interview, and selection process.

**Today's Date:** \_\_\_\_\_ **Position applied for:** \_\_\_\_\_

**Branch Location:** \_\_\_\_\_ **Date you can start:** \_\_\_\_\_

**Name (Last, First, Middle):** \_\_\_\_\_

**Current address:** \_\_\_\_\_  
Street City State County Zip

**Telephone Number:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Are you applying for full time, part time, or temporary work?** \_\_\_\_\_

**Days:** YES or NO **Evenings:** YES or NO **Weekends:** YES or NO **Wage desired:** \_\_\_\_\_

**Have you ever worked for Van Buren District Library before?** YES or NO

If "YES", dates of employment, branch, and reason for leaving: \_\_\_\_\_

**Are you related to any current Van Buren District Library employee?** YES or NO

If "YES", their name and relationship to you: \_\_\_\_\_

**Are you 18 years of age or older?** YES or NO If "NO", what is your current age? \_\_\_\_\_

**Do you have authorization to work in the U.S.?** YES or NO

**Have you ever been convicted of a crime?** YES or NO

If "YES", state the crime(s) and date(s) of sentencing: \_\_\_\_\_

*Possession of a criminal record does not automatically disqualify individuals for employment. Each offense will be evaluated individually in terms of the circumstances and nature of the offense.*

**Are any charges currently pending against you?** YES or NO

If "YES", explain: \_\_\_\_\_

**Skills:**

**Please list technical skills, clerical skills, trade skills, etc., relevant to this position. Include relevant computer systems and software packages of which you have a working knowledge, and note your level of proficiency (basic, intermediate, expert):**

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**Education:**

Name of school	City/ State	Did you graduate	If NO, # of years left to graduate	If YES, date of graduation	Degree received	Major
High School:		YES or NO				
GED:		YES or NO				
College:		YES or NO				
College:		YES or NO				
Other School:		YES or NO				

Other credentials/licenses/professional affiliations, etc., which are relevant to the job for which you are applying: \_\_\_\_\_

**Professional References:**

Please list three individuals who are not related to you, whom you have known for at least one year in an employment-related capacity:

Name: \_\_\_\_\_ Telephone number: \_\_\_\_\_

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

Relationship: \_\_\_\_\_ Years Acquainted: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone number: \_\_\_\_\_

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

Relationship: \_\_\_\_\_ Years Acquainted: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone number: \_\_\_\_\_

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

Relationship: \_\_\_\_\_ Years Acquainted: \_\_\_\_\_

**Employment History:**

Beginning with your current or most recent job, list all previous employers and provide description of duties. If applicable, include military and unpaid volunteer experience, and provide explanation for any periods of unemployment. **Attach additional sheets if necessary. You may also attach a resume; however, this section must be completed in its entirety. Referring to “attached resume” is not sufficient.**

PLEASE NOTE: The Van Buren District Library reserves the right to contact all current and former employers for reference information.

<b>Mo./Yr. To Mo./Yr.</b> / - /	<b>Employer's Name</b>	<b>Job Title</b>	<b>Hours per Week</b>
<b>Street Address</b>		<b>City/State</b>	<b>Salary</b> (per hour, week, month, or year) \$ _____ per
<b>Supervisor</b>		<b>Supervisor's Title</b>	<b>Phone</b>
<b>Reason for Leaving:</b>			
<b>Ok to contact?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No (check one)			
<b>Duties/Responsibilities:</b>			

<b>Mo./Yr. To Mo./Yr.</b> / - /	<b>Employer's Name</b>	<b>Job Title</b>	<b>Hours per Week</b>
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<b>Ok to contact?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No (check one)			
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<b>Mo./Yr. To Mo./Yr.</b> / - /	<b>Employer's Name</b>	<b>Job Title</b>	<b>Hours per Week</b>
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<b>Reason for Leaving:</b>			
<b>Ok to contact?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No (check one)			
<b>Duties/Responsibilities:</b>			

**PLEASE READ CAREFULLY AND SIGN THAT YOU UNDERSTAND AND ACCEPT THIS INFORMATION:**

I hereby affirm that the information provided on this application (and accompanying resume, if any) is true and complete. I also agree that any false information, misrepresentations, or omissions may disqualify me from further consideration for employment, and may result in discipline or dismissal if discovered at a later date.

I authorize a thorough investigation of all statements and references contained in this application and of my employment history, including discipline records, and agree to cooperate in such investigation. I release from all liability and responsibility all persons, academic institutions, academic records, and employers requesting or supplying such information, and waive any right to notice of such disclosure.

I understand that all employees of the Van Buren District Library are employed on an at will basis. This means that my employment is subject to termination at any time, with or without prior notice, discipline or warning, and with or without cause. No person other than the Director of the Van Buren District Library has authority to offer employment for any specified period or to enter into any contract of employment contrary to the foregoing. Moreover, no such agreement by the Director of the Library will be enforceable unless it is in writing, pertains specifically to me, and is signed by the Director of the Library.

I agree that any action or suit against the Library arising out of my employment or termination of employment, including, but not limited to, claims arising under State or Federal civil rights statutes, must be brought within 182 days of the event giving rise to the claims or be forever barred. I waive any limitation periods to the contrary.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_