



EMPLOYMENT APPLICATION

610 Woodmere Ave. Traverse City, MI 49686
231-932-8500 jobs@tadl.org 231-932-8549

TRAVERSE AREA DISTRICT LIBRARY IS AN EQUAL OPPORTUNITY EMPLOYER. APPLICANTS WILL BE CONSIDERED WITHOUT UNLAWFUL DISCRIMINATION BASED ON RACE, COLOR, RELIGION, AGE, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, GENDER EXPRESSION, PREGNANCY, NATIONAL ORIGIN, DISABILITY, GENETIC INFORMATION, HEIGHT, WEIGHT, MARITAL STATUS AND VETERAN STATUS. TRAVERSE AREA DISTRICT LIBRARY IS AN AT WILL EMPLOYER.

Date of Application _____

Position (s) for which you are applying: Professional: Librarian
 Para-professional: Library Aide or Library Assistant
 Page Technology Dept Substitute Other

Referral Source: Advertisement Employment Agency TADL Employee Other

PLEASE PRINT:

Name _____ Preferred Name _____

Address _____

City, State, Zip _____

Phone _____ Email Address _____

Are you 18 years or older? Yes No

Have you ever been employed here before? Yes No

Are you prevented from lawfully becoming employed in the United States? Yes No

Are you available to work Full-time Part-time Substitute/Irregular Hours

Which shifts can you work? Mornings Afternoons Evenings/Nights Weekends

Are you on lay-off and subject to recall? Yes No

Please list any relatives or friends who work here and their relationship to you.

Name _____ Relationship _____

Name _____ Relationship _____

Employment Experience

List each job held, beginning with your present or most recent job. Include military service assignments and volunteer activities (exclude groups which indicate race, color, religion, sex, national origin, age or any other protected classifications).

Employer _____ Phone _____

Address _____

Dates Worked _____ Reason for Leaving _____

Job Title _____ Supervisor _____

Work Performed _____

Employer _____ Phone _____

Address _____

Dates Worked _____ Reason for Leaving _____

Job Title _____ Supervisor _____

Work Performed _____

Employer _____ Phone _____

Address _____

Dates Worked _____ Reason for Leaving _____

Job Title _____ Supervisor _____

Work Performed _____

**Use the back of the sheet, or add an additional page, for additional employment listing.*

Summarize any special skills and qualifications acquired from your previous employment or other experience.

Education

High School Attended _____

Highest year completed ___ 9 ___ 10 ___ 11 ___ 12

Diploma / Degree ___ No ___ Yes (list) _____

College/University Attended _____

Highest year completed ___ 1 ___ 2 ___ 3 ___ 4

Diploma / Degree ___ No ___ Yes (list) _____ Year: _____

Graduate/Professional Institution _____

Highest year completed ___ 1 ___ 2 ___ 3 ___ 4

Diploma / Degree ___ No ___ Yes (list) _____ Year: _____

Describe any specialized training, apprenticeships, certifications or honors received.

State any additional information you feel may be helpful to us in considering your application.

Give name, email address and phone number of three references not related to you.

| | | | |
|----|-------|---------------|-------|
| 1. | _____ | _____ | _____ |
| | Name | Email Address | Phone |
| 2. | _____ | _____ | _____ |
| | Name | Email Address | Phone |
| 3. | _____ | _____ | _____ |
| | Name | Email Address | Phone |

Potential Employee's Certification

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that falsified statements or omissions from this application shall be grounds for rejection of this application, or if hired, for dismissal.

I authorize Traverse Area District Library to investigate all statements contained in this application, including records of former employers, police departments, and other references or sources concerning me. I authorize all such references and sources to release this information without liability for damage resulting from such release. I waive any written notice of the release of such records that may be required by state or federal law.

I understand that I may be subject to a criminal background check and/or a drug screen as part of a conditional offer of employment.

If hired as an employee, I understand I will be employed at will, that my employment will be for no definite period of time, and that my employment may be terminated by me or my employer at any time, for any reason, with or without notice.

I HEREBY ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE ABOVE STATEMENTS IN THE POTENTIAL EMPLOYEE'S CERTIFICATION SECTION OF THIS APPLICATION:

Signature of Applicant

Date

(for office use only)

Recommended for hire by _____ Date _____

Approved for hire by _____ Date _____

Department _____ Start Date _____