



EMPLOYMENT APPLICATION

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Personnel Department.

Position(s) applied for _____ Date of application _____

Referral Source Advertisement Employee Relative Government Employment Agency

Walk-In Private Employment Agency Other _____

Name of source (if applicable) _____

PERSONAL INFORMATION

Name _____
LAST FIRST MIDDLE

Address _____ City _____ State _____ Zip _____

Telephone # _____ E-mail Address _____

Are you 18 years or older? Yes No (If No, can you furnish a work permit?) Yes No

Have you ever been employed by Chippewa River District Library? If yes, give dates..... Yes No

Are you legally eligible to work in the United States? Yes No

Date available for work? ____/____/____ What is your desired salary range? \$ _____

Would you prefer Full-Time Part-Time Temporary Seasonal Intern

Have you ever pled "guilty" or "no contest" to, or been convicted of a crime? Yes No
If yes, please provide date(s) and details _____

SPECIAL SKILLS AND QUALIFICATIONS

List any training, skills, licenses and/or certificates that may qualify you as being able to perform job related functions in the position for which you are applying. _____

EDUCATIONAL BACKGROUND

Name and Location	Years of Attendance	Did You Graduate?	Course of Study
High School			
College			
Other			

EMPLOYMENT HISTORY (List your past 3 employers, starting with the most recent)

From	To	Employer	Telephone # ()
Position Title		Address	
Supervisor Name & Title		Nature of work performed and job responsibilities	
May We Contact For References: ___ Yes ___ No ___ Later		Hourly Rate/Salary Start \$ Hr / Wk / Yr Final \$ Hr / Wk / Yr	
Reason for Leaving			

From	To	Employer	Telephone # ()
Position Title		Address	
Supervisor Name & Title		Nature of work performed and job responsibilities	
May We Contact For References: ___ Yes ___ No ___ Later		Hourly Rate/Salary Start \$ Hr / Wk / Yr Final \$ Hr / Wk / Yr	
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May We Contact For References: ___ Yes ___ No ___ Later		Hourly Rate/Salary Start \$ Hr / Wk / Yr Final \$ Hr / Wk / Yr	
Reason for Leaving			

REFERENCES (List 3 personal references other than family members)

Name and Address	Telephone	Relationship	Yrs Known
	()		
	()		
	()		

APPLICANT STATEMENT

I certify that all the information provided above is true, complete and correct.

I understand that any information provided by me that is found to be false, incomplete, or misrepresented in any respect, will be sufficient cause to 1) cancel further consideration for the position applied for, or 2) immediately discharge me from my current position and the employer's service, whenever discovered.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, my resume, or my job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering, and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

I understand that this application remains current only for the position I am applying for.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorize to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

If I am hired, I understand I will be required to fill out an I-9 form and will be required to provide proof of identity and legal authority to work in the United States, as requested by this form.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant _____ Date ____ / ____ / ____

HISTORY OF CHIPPEWA RIVER DISTRICT LIBRARY

Veterans Memorial Library was originally established in 1908, and in May of 1998 became a district library. Chippewa River District Library is composed of Veterans Memorial Library in Mt. Pleasant, Faith Johnston Memorial Library in Rosebush, Shepherd Community Library in Shepherd, Fremont Township Library in Winn, and Rolland Township Library in Blanchard.

MISSION STATEMENT

The Veterans Memorial Library and its branches provide materials and services to enrich, enlighten, and inspire all of the people in our community. Special emphasis is placed on stimulating an interest and appreciation for reading and learning in young children, promoting recreational reading, and utilizing the library as a reference independent learning center.

Chippewa River District Library
301 S. University Ave
Mt. Pleasant, MI 48858
(989) 773-3242

If you have any further questions regarding this application or the position you are applying for, you may contact:

Kristin Ellison, Finance Director

(989) 772-3488 ext. 226



Chippewa River District Library

Work Availability Sheet

NAME:

Preferred Start Date:

Available to work when to when?

MONDAY	
TUESDAY	
WEDNESDAY	
THURSDAY	
FRIDAY	
SATURDAY	
SUNDAY	