Alcona County Library 312 W. Main Harrisville, MI 48740 Phone 989-724-6796, Fax 989-724-6173

4/14

APPLICATION FOR EMPLOYMENT ALCONA COUNTY LIBRARY

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

We consider applications for all positions without regard to race, color, religion, sex, national origin, age, weight, disability, or disabled veteran or other veteran status, sexual orientation or any other legally protected status.

Position applied for		_ Date of Application
Last Name	First Name	Middle Initial
Address	City	Zip Code
Telephone Number		
If you are under 18 years of agong the state of the state of your eligibility to work?	ge, can you provide the required proof	□ Yes □ No
Have you ever been employed	d with us or Alcona County before?	□ Yes □ No
Are you currently employed?		□ Yes □ No
If yes, may we contact your cu	rrent employer?	□ Yes □ No
Current employer name and p	hone number with area code	
Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?		□ Yes □ No
(Proof of citizenship or Immigr	ation status will be required upon emplo	oyment)
Have you been convicted of a felony within the last 7 years?		□ Yes □ No
(Conviction will not necessarily	/ disqualify an applicant from employme	ent)
If yes, please explain.		

page 1

Education

	Name & address of school	Course of Study	Years Completed	Diploma Degree
High School			•	J
Undergraduate				
College				
Graduate				
Professional				
Other				
Specify				

Describe any specialized job related		ceship, skills, and extra-curric	cular activities that are
Summarize special job-r experience.	•	ualifications acquired from en	nployment or other
Specialized Skills:	Check all that a	pply	
Calculator	Fax	Dewey Decimal	Other (list)
Microsoft Word	Windows 7	Windows 8	
Internet	Excel	E-mail	
References			
1			
(Name)		Phone #	Relationship
(Address)			
2(Name)		Phone #	Relationship
(Address)			
3. (Name)		Phone #	Relationship
(Address)			

4/14 page 2

Employment Experience

Start with your present and last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations that indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer		Dates employed	Work Performed
Address			
Telephone Numbers		Hourly Rate/Salary	
Job Title	Supervisor		
Reason for Leaving			
Employer		Dates employed	Work Performed
Address			
Telephone Numbers		Hourly Rate/Salary	
Job Title	Supervisor		
Reason for Leaving			
Employer		Dates employed	Work Performed
Address			
Telephone Numbers		Hourly Rate/Salary	
Job Title	Supervisor		
Reason for Leaving			
Employer		Dates employed	Work Performed
Address			
Telephone Numbers		Hourly Rate/Salary	
Job Title	Supervisor		
Reason for Leaving			
	pace, please copy this page or c		te sheet of paper.

gender, race, religion, national origin, age, ancestry, disability or other protected status.)

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4/14 page 3

Reason for applying for this position:		
Applicant's Statement		
authorize investigation of all statements	ue and complete to the best of my knowledge. I contained in this application for employment as may ent decision. A background check will/may be	
This application for employment shall be 90 days.	considered active for a period of time not to exceed	
employment relationship with this organizemployee may resign at any time and the with or without cause. It is further understant	nat, unless otherwise defined by applicable law, any zation is of an "at will" nature, which means that the e Employer may discharge Employee at any time stood that this "at will" employment relationship may tor by conduct unless such change is specifically dexecutive of this organization.	
	d that false or misleading information given in my discharge. I understand, also, that I am required to employer.	
Signature of Applicant	 Date	

4/14 page 4