

Start Here

Public Libraries of Saginaw

Go Places

Application for Employment

Public Libraries of Saginaw
505 Janes Avenue
Saginaw, Michigan 48607
Phone: 989-755-9833 Fax: 989-755-9828

APPLICATION FOR EMPLOYMENT
An Equal Opportunity Employer

Print full name _____
Last First Middle

Present address _____
Street City State Zip Telephone #

Employment desired: full-time part-time substitute

Can you work weekends and evenings? Yes No

List hours you are available to work _____

Date available to start work if you are hired _____

Other name(s), if any, under which you have worked or attended school _____

Have you ever worked for this library? Yes No If so, when? _____

Have you ever applied for work with this library? Yes No If so, when? _____

How were you referred to this library? _____

How long have you been a resident of this city/state? _____

Are you on layoff/subject to recall? Yes No

Are you over 18 years of age? Yes No If under, can you furnish a work permit? Yes No

Are you eligible to work in the U.S.? Yes No

If hired, can you provide the documents required to prove you are legally able to work in the U.S.? Yes No

Have you ever been convicted of a felony? Yes No

EDUCATION

Institution	Name & Location of School	Years Attended	Major Field of Study	
High School				Did you Graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No
College(s)				List Degrees Awarded
Graduate School				List Degrees Awarded

EXPERIENCE

Please list all previous employment including U.S. Military Service.
Begin by listing your last or present employment experience.
Use separate sheet, if necessary, or attach resume.

Dates From To	Company Name, Location & Phone	Position (List Duties)	Wage or Salary	Supervisor Name & Title	Reason You Left

When you apply for employment it is understood that the PUBLIC LIBRARIES OF SAGINAW reserves the privilege of contacting your past employers regarding references.

May we also contact your present employers? Yes No

Print full name _____ Date _____

Position for which you are applying:

- Page
- Clerical
- Library Technician
- Other _____

- Substitute (Applicant must be willing to work at all libraries)
 - Clerical
 - Library Assistant (4 year college degree required)
- Library Assistant (4 year college degree required)
- Librarian (A.L.A./M.L.S. required)

Available to work at the following libraries: Butman-Fish Branch Library Ruth Brady Wickes Library
 Rudolph C. Zael Memorial Library Hoyt Main Library

Please list the names of three persons not related to you, whom you have known at least one year:

1. Name & Title _____ Daytime Telephone # _____
 Business & Address _____

2. Name & Title _____ Daytime Telephone # _____
 Business & Address _____

1. Name & Title _____ Daytime Telephone # _____
 Business & Address _____

Summarize: Any special skills and qualifications acquired from employment or other experiences. List any computer experience you may have:

Please list software you can operate: _____ Typing: _____ wpm

APPLICANT'S STATEMENT:

I certify that the statements I have given in this application are true, and I have not knowingly withheld any circumstance that might, if disclosed, affect my application unfavorably. I understand and agree that if any statements made by me in this application prove to be false, misleading or incomplete, it will prevent me from being hired, or if hired, it will be grounds for my immediate dismissal from employment. I authorize my former employers to give any information they have regarding my employment with them in connection with this Application for Employment, and I release them from any liability for issuing this information. I understand and agree that my employment may be dependent upon the results of a physical examination at the Library's request.

In consideration for my employment, I hereby agree to comply with all rules, regulations and policies established by the Public Libraries of Saginaw for its employees, including such new or revised rules, regulations and policies as may be subsequently established. I agree that information as to my ability as an employee, and also the cause for my leaving the Library may be given to any person, corporation or organization with whom I may seek employment, and I release the Library from any and all liability for releasing such information, unless I am governed by a collective bargaining agreement providing to the contrary.

I further expressly agree my employment and compensation can be terminated with or without cause or notice at any time, at the option of either the Library or myself, it being understood that the employment relationship between myself and the Public Libraries of Saginaw is one of employment at will.

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, age discrimination or disability statutes, must be brought within 180 days of the event giving rise to the claims or be forever barred. I waive any limitations to the contrary.

Applicant's Signature _____ Date _____

Date Interviewed _____ Interviewers _____