



Application for Hourly Employment

Today's Date: _____

Completing an application does not imply you will be interviewed or hired, only that you will be given full consideration in competition with other applicants for a vacancy. All applications will be kept on file for 6 months. *Please answer all questions on the application and attach a resume if available.* Please Print.

PERSONAL INFORMATION

Last Name _____ First Name _____ Middle Initial _____

Street Address _____ City _____ State _____ Zip Code _____

Home Phone _____ Work Phone (Optional) _____

Email Address _____ Social Security Number (Optional) _____

Are you at least 18 years of age? ___ Yes ___ No If under 18 years of age, give birth date _____

(Birth date is needed to comply with labor laws and work restrictions for minors under 18 years of age)

Are you a former STCDL employee? ___ Yes ___ No Do you have the legal right to work in the US? ___ Yes ___ No

EDUCATION AND TRAINING RECORD (Mark all appropriate boxes)

Are you a high school graduate? ___ Yes ___ No Name/Location of high school _____

Do you have a GED or equivalent? ___ Yes ___ No Where did you receive your GED? _____

Are you attending school now? ___ Yes ___ No If yes, where _____

If attending school now, what is your expected date of graduation? _____

Please attach your class schedule for current and next semester if possible.

Educational Institutions:

Name of Technical School, College, or University	Location of School	Major, Minor, or Concentration	Degree or Certificate Earned/Year

AVAILABILITY

Number of hours per week you can work _____ Please indicate below when you are available:

___ Morning ___ Afternoon ___ Evening ___ Saturday ___ Sunday ___ Summer only

Do you work now? ___ Yes ___ No Would you continue if employed at the library? ___ No ___ Yes

Where would you prefer to work in the library? _____



OTHER SKILLS/ASSETS

Computer applications with which you are familiar: E-mail Yes No

Word Processing Yes No Data Entry Yes No Spread Sheets Yes No

Computer software you are familiar with: _____

List other information, knowledge, skills, abilities, and interests that add to your qualifications for employment:

List office machines you can operate: _____

Write a brief statement describing why you are qualified for library work: _____

REFERENCES (Not Relatives) The library will check your references. Work, volunteer, or school related references are preferred.

Excluding minor traffic violations, have you ever been convicted of a felony or misdemeanor?

Yes No Please explain _____

Name	Address	Telephone Number	Relationship

A prior conviction does not necessarily mean that you cannot be employed. Criminal convictions will be considered in relation to the position for which you have applied.



**St. Charles
District Library**
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EMPLOYMENT HISTORY: Start with your current or most recent job, including military duty. Include full-time, part-time, summer and temporary employment. Additional employment history may be attached.

Employer Name _____ Start Date _____ End Date _____

Street Address _____ City _____ State _____ Zip Code _____

Position Title _____

Reason for leaving _____

Description of duties, responsibilities, and equipment operated _____

May we contact this employer? ___ Yes ___ No

Supervisor's Name _____ Phone _____

Employer Name _____ Start Date _____ End Date _____

Street Address _____ City _____ State _____ Zip Code _____

Position Title _____

Reason for leaving _____

Description of duties, responsibilities, and equipment operated _____

May we contact this employer? ___ Yes ___ No

Supervisor's Name _____ Phone _____

Employer Name _____ Start Date _____ End Date _____

Street Address _____ City _____ State _____ Zip Code _____

Position Title _____

Reason for leaving _____

Description of duties, responsibilities, and equipment operated _____

May we contact this employer? ___ Yes ___ No

Supervisor's Name _____ Phone _____

You may attach a sheet if you would like to make additional entries.

www.stcharlesdistrictlibrary.org



I affirm the information provided on this application (and accompanying resume and notes, if any) is true and complete. **I understand and agree any misrepresentation or false statement on this application shall be considered cause for the rejection of this application or, in the event I become employed, immediate discharge.**

I authorize the St. Charles District Library to investigate all statements contained in this application, including record of any former employers, police departments, and other references or sources concerning me. I authorize all references and sources to release this information without liability for damage incurred in giving it. I waive any written notice of the release of these records that may be required by state or federal law.

I understand that after receiving a conditional job offer, I may be required to successfully complete a medical examination including drug testing. I further agree, if hired, to submit to any future medical examinations (including drug and alcohol testing) that are justified by business necessity as required by St. Charles District Library.

I understand employment in *some positions* at St. Charles District Library is conditional upon review of my credit history. I authorize St. Charles District Library to request and obtain such information if I am an applicant for one of these positions.

I understand employment at St. Charles District Library is conditional upon review of my criminal conviction records. I authorize St. Charles District Library to request and obtain from any criminal justice agency, an investigation and report to determine my prior criminal conviction(s), if any.

I understand I will be required to produce at the time of hire Employment Eligibility documents in compliance with the Immigration Reform and Control Act of 1986 (Employment Eligibility Form I-9).

If hired, I agree to comply with the applicable rules and regulations of St. Charles District Library.

Signature _____ Date _____

Return this application to:

St. Charles District Library, Library Director

132 S. Saginaw Street, St. Charles, MI 48655

Fax: (989) 865-6666

St. Charles District Library is an EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER. All personnel actions, including recruitment, hiring, promotion, training, and benefits are administered without regard to race, color, religion, sex/gender, national origin, age, disability unrelated to ability to perform one's job, height weight, familial status, marital status, veteran status, or sexual orientation.