



Application For Employment

Please **answer all questions completely**. This application will be kept in our current

Jackson District Library is an equal opportunity employer considers all qualified applicants for positions without regard to race, color, gender, religion, national origin, age, height, weight, marital status, handicap, or any other protected category. Those applicants requiring reasonable accommodations for the application and/or interview process should notify a representative of the Human Resources Department.

files for 90 days.

PLEASE PRINT CLEARLY.

Date: _____ **Position(s) Applied for:** _____

Please mark which branch or branches you would like to be considered for:

- Brooklyn Carnegie Concord Eastern Grass Lake Hanover Henrietta
- Meijer Napoleon Parma Spring Arbor Springport Summit Any Branch

Personal **SOCIAL SECURITY NUMBER** _____ - _____ - _____

NAME _____
LAST FIRST MIDDLE

ADDRESS _____
STREET CITY STATE ZIP CODE

TELEPHONE NUMBER () _____

DRIVER'S LICENSE NUMBER _____ **STATE ISSUED** _____

Are you legally eligible for employment in this country? Yes No

Are you 18 years of age or older? Yes No

If no, hire is subject to verification that you are of minimum legal age and the return of a completed work permit.

Were you previously employed by us? Yes No

If yes, what dates? _____

On what date will you be available to work? _____

Have you been convicted of a felony in the past seven (7) years? Yes No

If yes, please explain. _____
A conviction record will not necessarily bar employment.

Are there any charges pending against you? _____

Employment History

List below present and past employment, beginning with your most recent

Employer I	Dates		Work Performed
Address & Telephone	From	To	
	Hourly Rate / Salary		
Job Title	Start	Final	
Supervisor			
Reason(s) For Leaving			
May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Employer II	Dates		Work Performed
Address & Telephone	From	To	
	Hourly Rate / Salary		
Job Title	Start	Final	
Supervisor			
Reason(s) For Leaving			
May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Employer III	Dates		Work Performed
Address & Telephone	From	To	
	Hourly Rate / Salary		
Job Title	Start	Final	
Supervisor			
Reason(s) For Leaving			
May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Employer IV	Dates		Work Performed
Address & Telephone	From	To	
	Hourly Rate / Salary		
Job Title	Start	Final	
Supervisor			
Reason(s) For Leaving			
May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Affirmative Action Information (Voluntary)

COMPLETION OF INFORMATION BELOW IS VOLUNTARY

We consider all applicants for positions without regard to race, color, religion, gender, national origin, citizenship, age, mental or physical disabilities, veteran/reserve/national guard or any other protected status. Jackson District Library complies with all applicable laws governing employment practices.

To be completed by applicant on a voluntary basis. Not for interview purposes. To be filed separately from application.

In an effort to comply with requirements regarding government record keeping, reporting and other legal obligations, which may apply, we invite you to complete this applicant data survey. Providing this information is **STRICTLY VOLUNTARY**. Failure to provide it will not subject you to any adverse personnel decision or action. Your cooperation is appreciated.

Please be advised that this survey is not part of your official application for employment. It will not be used in any hiring decision. This information will be used and kept in accordance with applicable laws and regulations.

Applicant Information

Name _____ Date ____ / ____ / ____
Last First Middle

Address _____
Street City State Zip Code

Male Female

Please check only one of the following ethnic classifications:

White, non Hispanic Black, non Hispanic Latino/Hispanic
 Asian/Pacific Islander Native American

U.S. Military Service:

Are you a Vietnam veteran? Yes No

Are you a disabled veteran? Yes No

Thank you for supplying this information