Employment Application



The Herrick District Library is an Equal Opportunity Empower and will not unlawfully discriminate in hiring or employment on the basis of race, color, religious creed, national origin, age, marital status, the presence of a medical condition or handicap, height, weight or any other protected status.

Position applying for:		
Last Name:	First Name:	Middle Initial:
Address:		
City:	State:	Zip:
Phone:	Email:	
If hired, can you prove that you are eligible to wo	rk in the U.S.? Yes No	
Are you 16 years of age or older? Yes No		
Have you ever been convicted of a felony? Ye	s No	
If yes, explain:		
Are there any felony charges pending against you	u? Yes No	
If yes, explain:		
Have you ever worked for Herrick District Library	before? Yes No	

If yes, please give dates of employment & supervisor:

Education	School & Location	Dates	Subjects Studied	Did you Graduate?
High School				
Technical, Business or Trade School				
College or University				
Please list any a	additional training or skills you feel	may be an as	sset:	

Emp	oloyment Hist	tory (include r	military service)		
Company Name:		Company Phone Number:			
Company Street Address:			City, State, Zip:		
Direct Supervisor:		May We Contact This Employer? Yes No			
Position Held:	Start Date:	End Date:	Starting Pay Rate:	Ending Pay Rate:	
Reason for Leaving:					
Company Name:			Company Phone Number:		
Company Street Address:		City, State, Zip:			
Direct Supervisor:		May We Contact This Employer? Yes No			
Position Held:	Start Date:	End Date:	Starting Pay Rate:	Ending Pay Rate:	
Reason for Leaving:			•		
Company Name:		Company Phone Number:			
Company Street Address:		City, State, Zip:			
Direct Supervisor:		May We Contact This Employer? Yes No			
Position Held:	Start Date:	End Date:	Starting Pay Rate:	Ending Pay Rate:	
Reason for Leaving:	-				
Company Name:		Company Phone Number:			
Company Street Address:		City, State, Zip:			
Direct Supervisor:		May We Contact This Employer? Yes No			
Position Held:	Start Date:	End Date:	Starting Pay Rate:	Ending Pay Rate:	
Reason for Leaving:					

Work Related References				
Name:	Years Known:	Contact Information:		

Please read each statement carefully before signing:

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in dismissal if discovered at a later date.

I authorize the investigation of any or all statements contained in this application. I also authorize, whether listed or not, any person, school, current employer, past employers and organization to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liabilities in making such statements.

I hereby consent to a pre-and or post-employment drug screen as a condition of employment, if required. I understand that if I am extended an offer of employment it may be conditioned on my successfully passing a complete pre-employment physical examination. I consent to the release of any or all medical information as may be deemed necessary to judge my capability to do the work for which I am applying.

In accordance with ADA requirements, if I require an accommodation to perform the job, I must notify the Herrick District Library of that need within 182 days after I know or reasonably should have known that an accommodation was needed. Failure to do so will bar me from alleging that Herrick District Library has not accommodated me as required by law.

I understand that nothing contained in this application or in the granting of an interview is intended to create a contract between Herrick District Library and me for either employment or the providing of any benefit.

Signature: _____ Date: _____

Please Submit Application to:

Manager of Administrative Services Herrick District Library 300 S. River Ave. Holland, MI 49423 (616) 355-3700; www.herrickdl.org email: jobs@herrickdl.org

Office Use:

Posting:

Interview:

Disposition:

Date: