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

## APPLICATION FOR EMPLOYMENT ALCONA COUNTY LIBRARY

## WE ARE AN EQUAL OPPORTUNITY EMPLOYER

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

Position applied for		Date of A	Applica	tion
Last Name	First Name	Middle Init	tial	
Address	City	Zi	p Code	
Telephone Number	email			
If you are under 18 years of of your eligibility to work?	age, can you provide the required p	roof 🗆	Yes 🗆	No
Have you ever been employe	ed with us before?		Yes 🗆	No
Are you currently employed?	,		Yes 🗆	No
If yes, may we contact your	current employer?		Yes 🗆	No
Current employer name and	phone number with area code			
Are you prevented from lawf because of Visa or Immigrat	fully becoming employed in this cour ion Status?	ntry	Yes □	No
(Proof of citizenship or Immi	gration status will be required upon	employment)		
Have you been convicted of	a felony within the last 7 years?		Yes 🗆	No
(Conviction will not necessal	rily disqualify an applicant from emp	loyment)		
If yes, please explain.				
2/10				page 1

## **Education**

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

Describe any specialized job related		ship, skills, and extra-curric	cular activities that are
Summarize special job-re experience.		lifications acquired from en	
Specialized Skills:	Check all that app		
Calculator	Fax		Other (list)
Wordperfect	Microsoft Word		
Internet	Excel	E-mail	
References			
1			
(Name)	8	Phone #	Relationship
(Address)			
2(Name)		Phone #	Relationship
(Address)		Filotie #	
3. (Name)			
(Name)		Phone #	Relationship
(Address)			

## **Employment Experience**

Start with you 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.

protected status	S		
Employer		Dates employed	Work Performed
Address			
Telephone Number	s	Hourly Rate/Salary	
Job Title	Supervisor		
Reason for Leaving			
Employer		Dates employed	Work Performed
Address			
Telephone Numbers	3	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	
ob Title	Supervisor		
leason for Leaving	- I		
₋ist professional,	ional space, please copy this pa trade, business or civic activitie	s and offices held. (You may	

Reason for applying for this position:	
Applicant's Statement	
I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as me be necessary in arriving at an employment decision.	ay
This application for employment shall be considered active for a period of time not to exce 90 days.	ed
I hereby understand and acknowledge that, unless otherwise defined by applicable law, a employment relationship with this organization is of an "at will" nature, which means that Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship mot be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.	the ay
In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required abide by all rules and regulations of the employer.	.О
Signature of Applicant Date	