Bath Township Public Library
Application for Part-time Employment (At-Will)

The Bath Township Public Library is an equal opportunity employer and will not discriminate against any applicant based on any characteristic that is protected by State or Federal law. Michigan law requires that a person with a disability or handicap requiring accommodation to perform the essential duties of the job must notify the employer in writing within 182 calendar days of the date that the need is known or should have been known. Federal law has no such requirement.

Date_____ Date you can start_____

Please note that this application will only remain active for 6 months, after which the applicant would need to re-apply

Name: _____

Last First M.I.

Present Address: _____

Street City State Zip

Permanent Address (If applicable):

_____

Street City State Zip

Telephone number: (_____) _____

Are you 18 years or older? _____ Yes _____ No

Are there any hours or days of the week you cannot work? _____ If so, when? _____

Are you employed now? _____ May we contact your present employer? _____

Name, title and phone of current employer: _____

Have you ever applied to this Company before? _____ When? _____

Under what name? _____ When? _____

EDUCATION:

	Name and Location of School	**No. of Years Attended**	**Did You Graduate?**	**Subject/Major**
High School				
College				
Specialized Training				

Do you have US Military experience? _____ Date Entered: _____

Branch: _____ Rank: _____ Date Discharged: _____ Honorably? ____

Are you lawfully entitled to be employed in the United States? _____

Have you ever been convicted of a crime except a minor traffic violation? _____ No _____ Yes

If so, please state citation, date and place where offense occurred. _____

_____

Please provide any additional information such as special skills, training, management experience, equipment operation or qualifications you feel will be helpful to us in considering your application.

_____

_____

_____

REFERENCES: Three individuals not related to you, whom you have known for at least one year:

Name	Address and Telephone	Relationship	Years Acquainted

Emergency Contact:_____

Name Street City/State Phone

CURRENT AND FORMER EMPLOYERS: (Most Recent First))

Date Month/Year	Employer Name, Address, and Telephone	Salary Starting/ Ending	Last Position Held/ Responsibilities	Reason for Leaving
From: To:				
From: To:				
From: To:				
From: To:				
From: To:				

May we contact the employers listed? _____Yes _____No

If not, which one(s)? _____

* * *

Please read the following statement carefully before signing to indicate your understanding.

I certify that the facts contained in this application are true, accurate, and complete to the best of my knowledge and understand that, if employed, falsified statements or omitted material facts on this application may result in my disqualification from consideration for employment, or termination from employment if I have been hired.

I understand and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated with or without cause, at any time, with or without notice. This provision supersedes any oral or written representation to the contrary unless in writing and signed by both the President of the company and the person to whom the writing is directed.

I authorize investigation of all statements contained in this application for any employment-related purpose. I release the listed references and all employers, except those specifically excepted,* to provide you with any and all applicable information they may have. I hereby release these references and former employers from all liability for any information they may give to the Company and waive any right that I might have to be provided with notice that they are releasing this information, specifically any notice rights under the Bullard-Plawecki Employee Right-to-Know Act.

_____ _____

Signature

Date

* Employers specifically excepted: _____

For Employer Use Only
Interviewed By: _____ Date: _____ Hired: _____ Yes _____ No
Starting Date: _____ Position: _____ Wage: _____

Please send completed application to kreynolds@bathtownshippubliclibrary.org or mail it to
Bath Township Public Library
P.O. Box 368
Bath, MI 48808