

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, sex, national origin, age, weight, disability, or disabled veteran or other veteran status, sexual orientation or any other legally protected status.

Position applied for _____ Date of Application_____

Last Name First Name Middle Initial

Address City Zip Code

Telephone Number

If you are under 18 years of age, can you provide the required proof of your eligibility to work? Yes No

Have you ever been employed with us or Alcona County 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 lawfully becoming employed in this country because of Visa or Immigration Status? Yes No

(Proof of citizenship or Immigration status will be required upon employment)

Have you been convicted of a felony within the last 7 years? Yes No

(Conviction will not necessarily disqualify an applicant from employment)

If yes, please explain.

Education

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

Describe any specialized training, apprenticeship, skills, and extra-curricular activities that are job related. _____

Summarize special job-related skills and qualifications acquired from employment or other experience. _____

Specialized Skills: Check all that apply

Calculator____ Fax____ Dewey Decimal____ Other (list)
 Microsoft Word____ Windows 7____ Windows 8____ _____
 Internet____ Excel____ E-mail____ _____

References

1. _____
 (Name) _____ Phone # _____ Relationship _____

 (Address) _____
2. _____
 (Name) _____ Phone # _____ Relationship _____

 (Address) _____
3. _____
 (Name) _____ Phone # _____ Relationship _____

 (Address) _____

Employment Experience

Start with your 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.

Employer		Dates employed	Work Performed
Address			
Telephone Numbers		Hourly Rate/Salary	
Job Title	Supervisor		
Reason for Leaving			
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Address			
Telephone Numbers		Hourly Rate/Salary	
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Job Title	Supervisor		
Reason for Leaving			

If you need additional space, please copy this page or continue on a separate sheet of paper.

List professional, trade, business or civic activities and offices held. (You may exclude membership that would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.)
