APPLICATION FOR EMPLOYMENT
FLAT RIVER COMMUNITY LIBRARY

TO APPLICANT: We deeply appreciate your interest in our organization. Thank you for taking the time to complete this application.

The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, religion, sex or national origin. Federal law also prohibits other types of discrimination such as age, citizenship, disability, veteran status, attainment of benefits, and participation in union activities. The laws of most states and many localities also prohibit some or all of the above types of discrimination as well as some additional types including, but not limited to, discrimination based upon ancestry, marital status, parental status, sexual orientation, or source of income. The Fair Credit Reporting Act imposes restrictions with respect to information obtained from a consumer reporting agency, including but not limited to information regarding credit data, personal character, general reputation and mode of living. **This list, however, is not exhaustive of the grounds on which discrimination is prohibited.**

PERSONAL

(PLEASE PRINT PLAINLY)

Date_____

Name_____
Last First Middle

Phone number: _____Email: _____

Can we text you at this number? ☐ Yes ☐No

Address_____
No. Street City State Zip

Are you legally eligible for employment in the U.S.A.? Yes____ No____ if hired, you are required to submit proof of your eligibility to work in the U.S.A.

Are you over the age of eighteen? Yes____ No____ If no, hire is subject to verification that you are of minimum legal age.

Position(s) applied for _____

Were you previously employed by us? Yes____ No ____ If yes, when? _____

If your application is considered favorably, on what date will you be available to work?_____

Are there any other job related experiences, skills, or qualifications which will be of special benefit in the job for which you are applying?_____

EMPLOYMENT HISTORY

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

1

Name and Address of Company and Type of Business	From Mo. Yr.	To Mo. Yr,.	Weekly Starting Salary	Weekly Last Salary	Reason for Leaving	Name of Supervisor

Describe the work you did:

Telephone

ll

Name and Address of Company and Type of Business	From Mo. Yr.	To Mo. Yr.	Weekly Starting Salary	Weekly Last Salary	Reason for Leaving	Name of Supervisor

Describe the work you did:

Telephone

lll

Name and Address of Company and Type of Business	From Mo. Yr	To Mo. Yr.	Weekly Starting Salary	Weekly Last Salary	Reason for Leaving	Name of Supervisor

Describe the work you did:

Telephone

lV

Name and Address of Company and Type of Business	From Mo. Yr.,	To Mo. Yr.	Weekly Starting Salary	Weekly Last Salary	Reason for Leaving	Name of Supervisor

Describe the work you did:

Telephone

I hereby give permission to contact any of the above listed concerning my prior work experience.

Signed

RECORD OF EDUCATION

School	Name and Address of School	Course of Study	Circle last Yr. Comp.	Did you Graduate?	List Dip. or Degree
Elementary			5 6 7 8	☐ Yes ☐ No	
High			1 2 3 4	☐ Yes ☐ No	
College			1 2 3 4	☐ Yes ☐ No	
Other (specify)			1 2 3 4	☐ Yes ☐ No	

PERSONAL REFERENCES (Not Former Employers or Relatives)

Name and Occupation	Address	Phone Number

May we telephone you to follow up on this application at home? Yes ☐ No ☐
If yes, what is the best time to call?_____
May we telephone you to follow up on this application at work? Yes ☐ No ☐
If yes, what is the best time to call?_____
What is your business telephone number?_____

PLEASE READ CAREFULLY BEFORE SIGNING BELOW

Pursuant to Michigan Law: I hereby waive my right to written notice by my present and/or former employers whenever a disciplinary report, letter of reprimand, or other disciplinary action regarding me is divulged to you by present or former employers ☐ Yes ☐ No

_____
Signature of Applicant

The facts set forth in my application for employment are true and complete. I understand that if employed, any false statement on this application may result in my dismissal. I further understand that this application is not intended to be a contract of employment, nor does this application obligate the employer in any way if the employer decides to employ me. I understand and agree that my employment is at-will and can be terminated by either party with or without notice, at any time, for any reason. No one other than an officer of the Company has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing and then only in writing signed by an officer.

_____
Signature of Applicant

Any claim or lawsuit relating to my service with The Flat River Community Library, must be filed no more than six (6) months after the date of the employment action that is the subject of the claim or lawsuit. I waive any statute of limitations to the contrary.

_____
Signature of Applicant