



WESTLAND PUBLIC LIBRARY
6123 Central City Parkway
Westland, MI 48185
734-326-6123

Staff use only

Received

00/00/00

Notified:

00/00/00

Filed:

00/00/00

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Instructions

1. Please complete all pages of this application and mark n/a for items not applicable to you. Use additional sheets if necessary. All information provided will remain confidential.
2. Please type or use blue or black pen. Print neatly. Incomplete or illegible applications will not be processed.
3. References will be requested from finalists only. Do not include them at this time.

THE WESTLAND PUBLIC LIBRARY IS AN EQUAL OPPORTUNITY EMPLOYER

Job Details

Position desired: _____

I would like to be considered for: ☐ Full Time ☐ Part Time ☐ Either

Education

Highest Grade Completed: ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12 ☐ 12+

High School: _____ City/State: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Diploma: _____

College: _____ City/State: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

Other: _____ City/State: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

Computer Experience

Please specify any software/apps with which you are familiar

Operating systems: ☐ Windows 10 ☐ Macintosh ☐ iOS ☐ Android ☐ Other: _____

Application Type	List software/version/operating system
Word Processor	
Spreadsheet	
Databases	
Other (including library software)	

Subjects of Special Study

Please list any special training, classes, or workshops you have attended.

Activities and Organizations

Please list any job related organizations, clubs and/or activities in which you are involved, except those that indicate race, color, religion, national origin, ancestry, sex or age.

Previous Employment

Employer: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities
(briefly): _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor
for a reference? YES NO
 ☐ ☐

Employer: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities
(briefly): _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor
for a reference? YES NO
 ☐ ☐

Employer: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities
(briefly): _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO
 ☐ ☐

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____