



**Application for Employment**

Date: \_\_\_\_\_

**Personal Information**

Full Name: \_\_\_\_\_  
Last First M.I.

Address: \_\_\_\_\_  
Street Address Apartment/Unit #  
 \_\_\_\_\_  
City State ZIP Code

Home Phone: ( ) \_\_\_\_\_ Alternate Phone: ( ) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Social Security Number (Optional): \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ Driver's License Expiration Date: \_\_\_\_\_

**Instructions**

1. Please complete all pages of this application fully. Use additional sheets if necessary. All information provided will remain confidential.
2. Please type or use a 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 Public Library of Westland is an Equal Opportunity, At-Will Employer**

**Job Listings**

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

Mark the positions in which you are interested. Applications will be kept on file for one year.

Classification	Desired Education	Experience Required
<input type="checkbox"/> Maintenance Assistant	High School Diploma/GED; AND technical training	3 years
<input type="checkbox"/> Library Assistant	High School Diploma/GED	n/a
<input type="checkbox"/> Computer Page	High School Diploma/GED	n/a

**Education**

Highest Grade Completed:  7  8  9  10  11  12  13  14  15  16  17+

Name	Address/Phone	Dates		Graduated? Degree
		Start	End	
High School		Start	End	
College		Start	End	
Graduate		Start	End	
Technical/Other		Start	End	

### 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 were involved, except those that indicate race, color, religion, national origin, ancestry, sex or age:

### Computer Experience

Please specify any software/version with which you are familiar

Operating Systems:    \_\_\_ Windows    \_\_\_ Macintosh    \_\_\_ UNIX/LINUX

Application Type	List all applicable software, including manufacturer and version
Word Processor	
Spreadsheet	
Database	
Other	
ILS (Library Automation System)	

### Previous Employment

Please list your previous employers, starting with the current or most recent.

Company/Address	Position/Wage	Supervisor Name/Phone	Start/End Hours/Week		Reason for Leaving
			Start	End	
May we contact? ___Yes ___ No	Pay Rate \$_____		Hours per Week _____		
			Start	End	
May we contact? ___Yes ___ No	Pay Rate \$_____		Hours per Week _____		
			Start	End	
May we contact? ___Yes ___ No	Pay Rate \$_____		Hours per Week _____		
			Start	End	
May we contact? ___Yes ___ No	Pay Rate \$_____		Hours per Week _____		
			Start	End	

**Certification and Release**

1. The information I am presenting in this application is complete, true and correct to the best of my knowledge. I understand that misrepresentation, falsification or omission of facts called for is cause for immediate dismissal.
2. I understand that the Public Library of Westland is an at-will employer and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without previous notice.
3. I am willing to submit to a physical examination and drug testing to detect the use of illegal drugs prior to and during employment.
4. I understand that the investigation of all statements contained in this application is part of the employment process and authorize the Public Library of Westland and its representatives to check previous employment, educational institutions and other relevant third parties to obtain information related to that given by me in this application. This may include criminal and credit inquiries.
5. If employed, I agree to conform to the terms of employment and Library policy.

**Applicant's Signature**

**Date**

**To Apply**

Return your completed application to: ADMINISTRATIVE ASSISTANT  
PUBLIC LIBRARY OF WESTLAND  
6123 CENTRAL CITY PARKWAY  
WESTLAND, MI 48185-9118  
fax: 734-595-4180  
email: [administration@westlandlibrary.org](mailto:administration@westlandlibrary.org)

**For Official Use Only**

DATE	ACTION