

Employment Application

Cedar Springs



107 N. MAIN ST,
CEDAR SPRINGS MI 49319
cedarspringslibrary.org
616-696-1910

Personal Information

Full Name:

Date of Birth:

Address:

Email:

Phone:

You will need a Social Security Number as a condition of being hired.

Position Information

Position Applied For:

Date Available to Start:

Availability: Part Time Full Time

Time Availability: Days Evenings Weekends

Have you ever been employed by the library before? Yes No

Do you have any relatives employed by the library? Yes No

If Yes, please list names here:

Are you authorized to work in the United States? Yes No

Educational Background

High School		Year of Completion:
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College/ University		Year of Completion:
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Graduate/ Professional		Year of Completion:
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Other		Year of Completion:
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Please describe any additional academic achievements or extracurricular activities:

Professional Background

(Please list present or most recent employer first)

Company:	May we contact this company:	Y	N
Company Contact Information:			
Job Title:	Supervisor:		
Dates Employed:	Salary Range:		
Reason for Leaving:			
Responsibilities:			

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Additional Skills & Training

(Knowledge, skills, qualifications, etc. pertinent to desired job position)

3 Professional References

Name:	Contact:
Name:	Contact:
Name:	Contact:

AFFIDAVIT *PLEASE READ CAREFULLY BEFORE SIGNING*

I certify that my answers given herein are true and correct without any consequential omissions of any kind. I understand that if I am employed, any false, misleading or otherwise incorrect statements made on this application form or during any interviews may be grounds for my immediate discharge.

I hereby authorize the Cedar Springs Public Library to contact any company of individual it deems appropriate to investigate my employment history, character and qualifications and I give my full and complete consent to their revealing any and all information they wish as a result of this investigation. In addition, I hereby waive my right to bring any cause of action against the individuals for defamation, invasion of privacy or any other reason because of their statements.

I agree that, if I am employed, I will abide by all the rules and regulations of the Library. I also understand that my employment is "at-will" and may be terminated by myself or by the Library at any time for any reason or no reason at all, with or without advance notice.

Signature of Applicant

Date

Attachments:



Resume/CV Attachment



Cover Letter Attachment