



Peter White Public Library
 217 N Front Street
 Marquette, MI 49855
 (906) 228-9510

Application for Employment

It is the policy of the Peter White Public Library to provide equal employment opportunities for all individuals on the basis of their skills, abilities and qualifications, without regard to race, color, creed, national origin, religion, sex, disability, or any other legally protected status, except where such factors constitute a bona fide occupational qualification. A person with a disability requiring accommodation for completing the application process should notify the Human Resources Director as soon as possible. Michigan law requires that a person with a disability requiring accommodation for employment must notify the employer in writing within 182 days after the need is known.

TODAY'S DATE: _____

DATE AVAILABLE TO START: _____

| | | | | | | | |
|-----------------------|--|-----|-----|-----|-----|-----|-----|
| POSITION APPLYING FOR | Please list any hours you are NOT available to work at PWPL below: | | | | | | |
| | SUN | MON | TUE | WED | THU | FRI | SAT |

PERSONAL INFORMATION:

| | | | |
|---|-------------------|--|----------|
| Last Name | Former Name(s) | First Name | MI |
| Present Address | How Long | Previous Address | How Long |
| City, State, Zip | | City, State, Zip | |
| Home Phone Number | Cell Phone Number | Email | |
| Why are you interested in working for the Peter White Public Library? | | | |
| Have you ever worked for the PWPL before? | | If yes, please note when and in what capacity. | |
| Do you have any relatives working for or holding Board of Trustees or committee membership in the PWPL? If yes, please note capacity. | | | |
| Briefly outline your experience, job training, or skills which qualify you for work with the PWPL. | | | |

EDUCATION:

| School | School Name and Mailing Address | Major Course of Study | Years Completed | Graduated | Degree |
|-----------------|---------------------------------|-----------------------|-----------------|-----------|--------|
| High School | | | 1 2 3 4 | Yes / No | |
| College | | | 1 2 3 4 | Yes / No | |
| Other (specify) | | | 1 2 3 4 | Yes / No | |

EMPLOYMENT BACKGROUND: List all present and past employment, beginning with most recent.

| Employer Name & Address | Dates Employed | Duties | Reason for Leaving | Supervisor Name / Title | Supervisor Phone |
|-------------------------|----------------|--------|--------------------|-------------------------|---|
| 1 | From To | | | | <input type="checkbox"/> Check if we may contact. Area Code & Phone Number: _____ |
| 2 | From To | | | | <input type="checkbox"/> Check if we may contact. Area Code & Phone Number: _____ |
| 3 | From To | | | | <input type="checkbox"/> Check if we may contact. Area Code & Phone Number: _____ |
| 4 | From To | | | | <input type="checkbox"/> Check if we may contact. Area Code & Phone Number: _____ |

REFERENCES:

| Name and Occupation / Title | Address and Affiliation | Phone Number |
|-----------------------------|-------------------------|--------------|
| 1 | | |
| 2 | | |
| 3 | | |

NOTICE TO APPLICANT:

Applicant interviews are part of the pre-employment process. If you require a reasonable accommodation in order to participate in an interview, you must notify the employer five (5) working days prior to the appointed interview schedule.

Testing, including but not limited to aptitude, knowledge and skill, intelligence, and agility tests as well as job demonstrations may be included in the pre-employment process for specific positions. If you have reason to believe a reasonable accommodation may be necessary to complete required testing, you must notify the employer at the time the test is scheduled.

Final employment is or may be contingent on a post offer medical examination or inquiry, depending on the nature of the position.

The facts set forth in my application are true and complete. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal.

SIGNATURE OF APPLICANT

DATE

Mail or return signed and completed applications to:

Peter White Public Library
 ATTN: Library Director
 217 N Front Street
 Marquette MI 49855

Thank you for your interest in employment with the Peter White Public Library

AN EQUAL OPPORTUNITY EMPLOYER

<http://www.pwpl.info>