



# EMPLOYMENT APPLICATION

610 Woodmere Ave. Traverse City, MI 49686  
231-932-8500 jobs@tadl.org 231-932-8549

**TRAVERSE AREA DISTRICT LIBRARY IS AN EQUAL OPPORTUNITY EMPLOYER. APPLICANTS WILL BE CONSIDERED WITHOUT UNLAWFUL DISCRIMINATION BASED ON RACE, COLOR, RELIGION, AGE, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, GENDER EXPRESSION, NATIONAL ORIGIN, DISABILITY, GENETIC INFORMATION, MARITAL STATUS OR VETERAN STATUS. TRAVERSE AREA DISTRICT LIBRARY IS AN AT WILL EMPLOYER.**

Date of Application \_\_\_\_\_

Position (s) for which you are applying:  Professional: Librarian  
 Para-professional: Library Aide or Library Assistant  
 Page  Technology Dept  Substitute  Other

Referral Source:  Advertisement  Employment Agency  TADL Employee  Other

**PLEASE PRINT:**

Name \_\_\_\_\_ Preferred Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Are you 18 years or older?  Yes  No

Have you ever been employed here before?  Yes  No

Are you prevented from lawfully becoming employed in the United States?  Yes  No

Are you available to work  Full-time  Part-time  Substitute/Irregular Hours

Which shifts can you work?  Mornings  Afternoons  Evenings/Nights  Weekends

Are you on lay-off and subject to recall?  Yes  No

Please list any relatives or friends who work here and their relationship to you.

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

## Employment Experience

List each job held, beginning with your present or most recent job. Include military service assignments and volunteer activities (exclude groups which indicate race, color, religion, sex, national origin, age or any other protected classifications).

Employer \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Dates Worked \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_

Work Performed \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employer \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Dates Worked \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_

Work Performed \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employer \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Dates Worked \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_

Work Performed \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*\*Use the back of the sheet, or add an additional page, for additional employment listing.*

Summarize any special skills and qualifications acquired from your previous employment or other experience.

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## Education

High School Attended \_\_\_\_\_

Highest year completed        \_\_\_ 9 \_\_\_ 10 \_\_\_ 11 \_\_\_ 12

Diploma / Degree   \_\_\_ No \_\_\_ Yes (list) \_\_\_\_\_

College/University Attended \_\_\_\_\_

Highest year completed        \_\_\_ 1 \_\_\_ 2 \_\_\_ 3 \_\_\_ 4

Diploma / Degree   \_\_\_ No \_\_\_ Yes (list) \_\_\_\_\_ Year: \_\_\_\_\_

Graduate/Professional Institution \_\_\_\_\_

Highest year completed        \_\_\_ 1 \_\_\_ 2 \_\_\_ 3 \_\_\_ 4

Diploma / Degree   \_\_\_ No \_\_\_ Yes (list) \_\_\_\_\_ Year: \_\_\_\_\_

Describe any specialized training, apprenticeships, certifications or honors received.

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State any additional information you feel may be helpful to us in considering your application.

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Give name, email address and phone number of three references not related to you.

1.	_____	_____	_____
	Name	Email Address	Phone
2.	_____	_____	_____
	Name	Email Address	Phone
3.	_____	_____	_____
	Name	Email Address	Phone

### **Potential Employee's Certification**

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that falsified statements or omissions from this application shall be grounds for rejection of this application, or if hired, for dismissal.

I authorize Traverse Area District Library to investigate all statements contained in this application, including records of former employers, police departments, and other references or sources concerning me. I authorize all such references and sources to release this information without liability for damage resulting from such release. I waive any written notice of the release of such records that may be required by state or federal law.

I understand that I may be subject to a criminal background check and/or a drug screen as part of a conditional offer of employment.

If hired as an employee, I understand I will be employed at will, that my employment will be for no definite period of time, and that my employment may be terminated by me or my employer at any time, for any reason, with or without notice.

**I HEREBY ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE ABOVE STATEMENTS IN THE POTENTIAL EMPLOYEE'S CERTIFICATION SECTION OF THIS APPLICATION:**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

(for office use only)

Recommended for hire by \_\_\_\_\_ Date \_\_\_\_\_

Approved for hire by \_\_\_\_\_ Date \_\_\_\_\_

Department \_\_\_\_\_ Start Date \_\_\_\_\_