

# Application for Employment

Michigan City Public Library  
100 East Fourth Street  
Michigan City, IN 46360



MICHIGAN CITY PUBLIC LIBRARY

Name \_\_\_\_\_ Date \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Number Street

City State Zip Code

Phone (cell) \_\_\_\_\_ (home) \_\_\_\_\_

Email \_\_\_\_\_

Position(s) applied for: 1. \_\_\_\_\_ Pay rate expected \_\_\_\_\_

2. \_\_\_\_\_ Pay rate expected \_\_\_\_\_

Work availability: Full time \_\_\_ Part time \_\_\_ Days \_\_\_ Nights \_\_\_ Weekends \_\_\_ Any \_\_\_

Have you previously been employed here? If so, when? \_\_\_\_\_

List any friends and/or relatives employed here: \_\_\_\_\_

What is your date for availability to start employment here? \_\_\_\_\_

Can you operate a computer? \_\_\_\_\_ List specific computer programs you are familiar with \_\_\_\_\_

Describe other experiences, skills, or qualifications which you feel would especially fit for your employment.

The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, religion, sex, or national origin. Federal law also prohibits discrimination on the basis of age with respect to certain individuals. The laws of most states also prohibit some or all of the above types of discrimination based on ancestry, marital status, or physical or mental handicap, or disability.

**Employment Experience**  
(List most current employment first)

<b>Employer</b>	<b>Dates Employed (starting/ending)</b>	<b>Work Performed</b>
<b>Address</b>		
<b>Job Title</b>		
<b>Supervisor</b>	<b>Salary (starting/ending)</b>	
<b>Reason for leaving</b>		

<b>Employer</b>	<b>Dates Employed (starting/ending)</b>	<b>Work Performed</b>
<b>Address</b>		
<b>Job Title</b>		
<b>Supervisor</b>	<b>Salary (starting/ending)</b>	
<b>Reason for leaving</b>		

<b>Employer</b>	<b>Dates Employed (starting/ending)</b>	<b>Work Performed</b>
<b>Address</b>		
<b>Job Title</b>		
<b>Supervisor</b>	<b>Salary (starting/ending)</b>	
<b>Reason for leaving</b>		

Summarize special skills and qualifications acquired from past employment or other experience: \_\_\_\_\_

---



---

May we contact the employers listed above? Yes \_\_\_\_\_ No \_\_\_\_\_

If "no," list which one(s) you do not wish us to contact: \_\_\_\_\_

---



---

## Education

	Name and Address of School	Last year completed	Did you graduate?	Degree/ Diploma
High School				
College				
Other				

## References

(Do not list former employers or relatives.)

Name and occupation	Address	Phone Number

-----

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge.

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_

**APPLICANT: DO NOT WRITE ON THIS PAGE**  
**Office Use Only**

Interview: Yes \_\_\_\_\_ No \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employed Yes \_\_\_\_\_ No \_\_\_\_\_ Date of employment \_\_\_\_\_

Position \_\_\_\_\_ Department \_\_\_\_\_

By \_\_\_\_\_ Date \_\_\_\_\_  
Name/Title

---

**TO BE COMPLETED AFTER EMPLOYMENT**

**IN CASE OF AN EMERGENCY, PLEASE NOTIFY (list two or three):**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Relationship \_\_\_\_\_