

Public Library of Westland

6123 Central City Parkway, Westland, MI 48185 734-326-6123 www.westlandlibrary.org

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:		
Driver's License Number:	Expiration	n Date:

Instructions

- 1. Please provide 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.

The Public Library of Westland is an Equal Opportunity, At-Will Employer

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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
Administrative Assistant	High School Diploma/GED	5 years
Computer Page	High School Diploma/GED	Computer literate
Department Head	Bachelor's Degree/MLS	3 years
Director	MLS	10 years
Librarian	MLS	3 years
Library Assistant	High School Diploma/GED	2 years
Library Associate	Bachelor's Degree	2 years
Maintenance Assistant	High School Diploma/GED	3 years
Page	Minimum Age – 14 years	None
Systems Technician	Associates Degree	3 years

Education

Highest Grade Completed: __ 7 __ 8 __ 9 __ 10 __ 11 __ 12 __ 13 __ !4 __ 15 __ 16 __ 17+

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

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 Expo	erience	
Ple	ease 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	

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: jobs@westlandlibrary.org

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