



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 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

Job Listings

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 |
|-----------------|---------------|-------|-----|----------------------|
| | | Start | End | |
| 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 Experience

Please 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 _____ | |

