

BRIDGMAN PUBLIC LIBRARY
4460 Lake Street, Bridgman, MI 49106
Phone: 269.465.3663
Fax: 269.465.3249

Application for Hourly Employment

Today's Date _____

Completing an application does not imply you will be interviewed or hired, only that you will be given full consideration in competition with other applicants for a vacancy. Please answer all questions on the application and attach a resume if available. **PLEASE PRINT.**
Incomplete applications will not be considered.

POSITION(S) APPLYING FOR: _____

PERSONAL INFORMATION

Last name _____ First _____

Street Address _____ City _____ State _____ Zip Code _____

Home Phone _____ Work Phone (Optional) _____

Email Address _____

Are you at least 18 years of age? Yes No If under 18 years of age, give birth date _____
(Birth date is needed to comply with labor laws and work restrictions for minors under 18 years of age)

Are you a former Bridgman Public Library employee? Yes No

Are you legally eligible for employment in the United State? Yes No

Excluding minor traffic violations, have you ever been convicted of a felony or misdemeanor? Yes No
If yes, please explain in full _____

(The existence of a criminal record will not automatically disqualify you from the position you have applied for.)

EDUCATION

Are you a high school graduate? Yes No Name/Location of high school _____

Do you have a GED or equivalent? Yes No Where did you receive your GED? _____

Are you attending school now? Yes No If yes, where? _____

What is your expected date of graduation? _____

Please attach your class schedule for current and next semester, is possible.

Educational Institutions:

Name of Technical School, College or University	Location	Major or Minor	Degree or Certificate
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WORK AVAILABILITY

Type of employment desired: ___ Full-time ___ Part-time Date available to work: _____

Number of hours per week you can work _____ Please indicate below when you are available:

Morning _____ Afternoon _____ Evening _____ Saturday _____

Are you currently employed: Yes No Would you continue if employed at the library? Yes No

OTHER SKILLS/ASSETS

Computer applications with which you are familiar?

Email: Yes No Word Processing: Yes No Spread Sheets: Yes No

Computer software you are familiar with: _____

List other information, knowledge, skills, abilities, and interests which add to your qualifications for employment: _____

List office machines you can operate: _____

U.S. MILITARY HISTORY

Branch of Service: _____ From: _____ To: _____

EMPLOYMENT HISTORY

Begin with your current or most recent job. Include full-time, part-time, summer and temporary employment.

Employer Name _____ **Start Date** _____ **End Date** _____

Street Address _____ **City** _____ **State** _____ **Zip Code** _____

Position Title _____

Reason for leaving _____

Description of duties, responsibilities, and equipment operated _____

Supervisor's Name _____ **Phone** _____

May we contact this employer: Yes No

Employer Name _____ **Start Date** _____ **End Date** _____

Street Address _____ **City** _____ **State** _____ **Zip Code** _____

Position Title _____

Reason for leaving _____

Description of duties, responsibilities, and equipment operated _____

Supervisor's Name _____ **Phone** _____

May we contact this employer: Yes No

Employer Name _____ **Start Date** _____ **End Date** _____

Street Address _____ **City** _____ **State** _____ **Zip Code** _____

Position Title _____

Reason for leaving _____

Description of duties, responsibilities, and equipment operated _____

Supervisor's Name _____ **Phone** _____

May we contact this employer: Yes No

Employer Name _____ **Start Date** _____ **End Date** _____

Street Address _____ **City** _____ **State** _____ **Zip Code** _____

Position Title _____

Reason for leaving _____

Description of duties, responsibilities, and equipment operated _____

Supervisor's Name _____ **Phone** _____

May we contact this employer: Yes No

REFERENCES (Not Relatives) – The library will check your references. Work, volunteer, or school related references are preferred.

NAME	ADDRESS	TELEPHONE	RELATIONSHIP

IMPORTANT, PLEASE READ CAREFULLY

I understand I will be required to produce at the time of hire Employment Eligibility documents in compliance with the Immigration Reform and Control Act of 1986 (Employment Eligibility Form I-9).

I understand that the Bridgman Public Library will thoroughly investigate my work and personal history and verify all data given on this application, on related papers and in interviews. I authorize all individuals, schools and firms named therein, except my current employer if so noted, to provide any information requested about me, and I release them from all liability for damage in providing this information. I authorize the Library to secure records regarding my criminal conviction history from the appropriate law enforcement agencies.

All of the information on this application and made in conjunction with this application is correct and true to the best of my knowledge. I understand and agree that any false or misleading statements or misrepresentation made by me in connection with this application or the failure to disclose any material information shall be considered cause for the rejection of this application or, in the event I become employed, immediate discharge.

If hired, I agree to comply with the applicable rules, policies and procedures of the Bridgman Public Library.

Signature _____ Date _____

Thank you for your interest in employment at Bridgman Public Library.
Return this application to:

**Bridgman Public Library
Administration Office
4460 Lake Street
Bridgman, MI 49106
Fax: 269.465.3249**

Bridgman Public Library is an Equal Opportunity Employer. All personnel actions, including hiring, promotion, training and benefits are administered without regard to race, color, creed, sex, age, national origin or disability.