



840 S. ROESSLER ST.  
MONROE, MI 48161

<https://mymcls.com>

734-241-5770

# APPLICATION FOR EMPLOYMENT

## MONROE COUNTY LIBRARY SYSTEM

(Please Print)

**PERSONAL**

**Date** \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle Initial

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

Present address \_\_\_\_\_  
No. Street City State Zip

Telephone No. ( ) \_\_\_\_\_

Email \_\_\_\_\_

Position applied for \_\_\_\_\_ Rate of pay expected \$ \_\_\_\_\_ per \_\_\_\_\_

Do you want to work \_\_\_\_\_ Full-time or \_\_\_\_\_ Part-time?

Specify days and hours if part-time. \_\_\_\_\_

Are you able to work evenings or weekends? \_\_\_\_\_

Have you worked for us before? \_\_\_\_\_ If yes, when? \_\_\_\_\_

If hired, when will you be able to start work? \_\_\_\_\_

Are there any other experiences or skills which you feel would especially qualify you for work with the Library System? \_\_\_\_\_

Are you 18 or older? \_\_\_\_\_ If no, hire is subject to verification that you are of minimum legal age.

Can you perform the essential duties of the job in which you wish to be employed with or without accommodation? with without

If hired, do you have a reliable means of transportation to get to work? \_\_\_\_\_

The Monroe County Library System is an Equal Opportunity Employer. MCLS employees are at will employees and can be terminated without notice. Applications are held by the Monroe County Library System for one year.

## ***Educational Background***

<b><i>Type of School</i></b>	<b><i>Name and Address</i></b>	<b><i>How Many Years Attended</i></b>	<b><i>Graduate</i></b>	<b><i>Course or Major</i></b>
Grammar or Grade			<input type="checkbox"/> Yes <input type="checkbox"/> No	
High School			<input type="checkbox"/> Yes <input type="checkbox"/> No	
College			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Post Graduate			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Business or Trade			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other			<input type="checkbox"/> Yes <input type="checkbox"/> No	

## ***Criminal History***

Have you ever been convicted of a crime? No Yes If yes, please describe.

---

## ***Military Service Record***

Have you ever served in the armed forces? No Yes If yes, what branch? \_\_\_\_\_

Please describe duties from your military service that relate to the library.

---

Dates of Duty: From \_\_\_\_\_ to \_\_\_\_\_ Rank at discharge \_\_\_\_\_  
Month Day Year Month Day Year

## ***Activities***

Please list memberships in professional organizations or volunteer activities that relate to the library.

---

## ***Personal References*** (excluding former employers or relatives)

<b><i>Name and Occupation</i></b>	<b><i>Address</i></b>	<b><i>Phone Number</i></b>
1.		
2.		
3.		

## ***Professional References*** (within the last five years: co-workers, managers, supervisors)

<b><i>Name and Occupation</i></b>	<b><i>Address</i></b>	<b><i>Phone Number</i></b>
1.		
2.		
3.		

**Prior Work History** (List in order, last or present employer first)

<i>Dates</i>		<i>Name and Address of Employer</i>	<i>Rate of Pay</i>		<i>Supervisor's Name and Title</i>	<i>Reason for Leaving</i>
<i>From</i>	<i>To</i>		<i>Start</i>	<i>Finish</i>		

Describe in detail the work you did.

<i>Dates</i>		<i>Name and Address of Employer</i>	<i>Rate of Pay</i>		<i>Supervisor's Name and Title</i>	<i>Reason for Leaving</i>
<i>From</i>	<i>To</i>		<i>Start</i>	<i>Finish</i>		

Describe in detail the work you did.

<i>Dates</i>		<i>Name and Address of Employer</i>	<i>Rate of Pay</i>		<i>Supervisor's Name and Title</i>	<i>Reason for Leaving</i>
<i>From</i>	<i>To</i>		<i>Start</i>	<i>Finish</i>		

Describe in detail the work you did.

<i>Dates</i>		<i>Name and Address of Employer</i>	<i>Rate of Pay</i>		<i>Supervisor's Name and Title</i>	<i>Reason for Leaving</i>
<i>From</i>	<i>To</i>		<i>Start</i>	<i>Finish</i>		

Describe in detail the work you did.

May we contact the employers and references you have listed? If not indicate which one(s) you do not wish us to contact. \_\_\_\_\_

\_\_\_\_\_

*Occasionally the form of an application makes it difficult for an individual to adequately summarize his or her complete background. To assist us in finding the proper position for you in our Library System, use the space below to summarize any additional information necessary to describe your full qualifications.*

Thank you for completing this application form and for interest in employment with us. We would like to assure you that your opportunity for employment with this Library System will be based only on your merit and on no other consideration.

---

***PLEASE READ CAREFULLY***  
***APPLICANT'S CERTIFICATION AND AGREEMENT***

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge. I understand that if employed, falsified statements on this application shall be considered sufficient cause for dismissal.

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

If an offer of employment is made, the prospective employee will be required to give information needed to perform a criminal check, including date of birth. Employment will be confirmed if the records check results are consistent with the criminal history indicated on this application.