



Hillsdale Community Library
 11 East Bacon Street
 Hillsdale, Michigan 49242
 Phone: (517) 437-6470
 Fax: (517) 437-6477
www.hillsdale-library.org

Employment Application

Title of Position Applied for _____

Name (First, MI, Last) _____ Social Security Number : _____

Address: _____

Phone Number (please include area code): _____ E-mail address _____

Are you at least 18 years old? Yes No You will be required to show proof upon hire.

Are you related to any member of the City Council, City Board or Commission member or any City Employee? Yes No

If yes, indicate Name, Relationship, and Position: _____

Have you ever worked for the City of Hillsdale? Yes No If yes, when? _____

Date Available to Work: _____

Education: Circle highest grade completed. High School: 9 10 11 12 College: 1 2 3 4 5 6

High School and Institution of Higher Learning

Name	Dates Attended	Major	Degree or Diploma Obtained
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Job Experience: Include all related job and volunteer experience pertinent to the position you are applying for. Fill in all the spaces. Be accurate and complete. You may attach a resume, but your qualification will be evaluated on information provided on this form.

Place of Employment: _____

Address: _____ Phone: _____

Supervisor's Name and Title: _____ May we contact this employer? Yes No

Employment Dates: _____ Hours Per Week _____

Starting Wage _____ Ending Wage _____

Description of Work Performed: _____

Reason for leaving: _____

Place of Employment: _____

Address: _____ Phone: _____

Supervisor's Name and Title: _____ May we contact this employer? Yes No

Employment Dates: _____ Hours Per Week _____

Starting Wage _____ Ending Wage _____

Description of Work Performed: _____

Reason for leaving: _____

Place of Employment: _____

Address: _____ Phone: _____

Supervisor's Name and Title: _____ May we contact this employer? Yes No

Employment Dates: _____ Hours Per Week _____

Starting Wage _____ Ending Wage _____

Description of Work Performed: _____

Reason for leaving: _____

Have you ever been requested or forced to resign from a position for misconduct or unsatisfactory service?

Yes No If yes, please explain: _____

Have you ever been convicted of a misdemeanor or felony (other than minor/civil traffic offenses), placed on probation, fined or given a suspended sentence? Include military trial convictions. Yes No

If yes, please explain: _____

Convictions will not automatically bar an applicant from employment for City jobs. The relationship of the conviction to the job, as well as its severity, the passage of time, and subsequent job performance will all be considered.

PLEASE READ THIS STATEMENT AND CAREFULLY REVIEW YOUR ENTIRE APPLICATION MATERIAL BEFORE SIGNING BELOW.

I certify that all statements made on the application for and, if applicable, any supplemental questionnaires are true and complete. I understand that any omission, misstatement, or falsification may be cause for rejection of this application, removal of my name from an eligibility list(s), and/or discharge from City service. In addition, I authorize any individual, company, organization, or institution to release any and all information concerning statements made by me on this application, and I do hereby release all parties and individuals connection there with from all liabilities for any damages whatsoever incurred in furnishing such information.

Name (printed): _____

Signature: _____ Date: _____