CASS DISTRICT LIBRARY

EMPLOYMENT APPLICATION

Applicant Information

It is the policy of the Cass District Library to provide equal employment opportunities to all qualified persons regardless of creed, color, religious belief, sex, age, national orgin, physical or mental handicap or veteran status.

Last Name	First	M.I.	Date
Street Address			Apartment/Unit #
City	State		Zip
Phone	Email		
Date Available	Position Applied For		

I am a U.S. Citizen or otherwise authorized to work in the United States on an unrestricted basis: ☐ Yes ☐ No

If applicable, please list your visa type, visa # and expiration: _____

_____

Have you ever been convicted of a crime in the past seven years (you are not obligated to disclose sealed or expunged criminal records)? ☐ Yes ☐ No

If you answered yes, please explain: _____

_____

_____

Have you ever served in the U.S. Military? ☐ Yes ☐ No

If yes, please provide the following information:
Branch of Service: _____ Rank at time of separation: _____
I served from _____ to _____
Special Honors: _____

Have you worked for the library previously? ☐ Yes ☐ No If Yes, when? _____

Are you able to perform duties as well as meet the physical requirements of the position for which you are applying? ☐ Yes ☐ No

If accommodations are needed, please explain: _____

_____

_____

Employment History

Company		Phone
Address		
Job Title		Supervisor
Responsibilities		
From	To	Salary
Reason for Leaving		
May we contact your previous supervisor for a reference? ☐ Yes ☐ No		
Company		Phone
Address		
Job Title		Supervisor
Responsibilities		
From	To	Salary
Reason for Leaving		
May we contact your previous supervisor for a reference? ☐ Yes ☐ No		
Company		Phone
Address		
Job Title		Supervisor
Responsibilities		
From	To	Salary
Reason for Leaving		
May we contact your previous supervisor for a reference? ☐ Yes ☐ No		

References

Please list three professional references	
Full Name	Relationship
Company Name	Phone
Address	
Full Name	Relationship
Company Name	Phone
Address	
Full Name	Relationship
Company Name	Phone
Address	

Education

High School		Address	
From To	Did you graduate? ☐ Yes ☐ No		Degree
College/University		Address	
From To	Did you graduate? ☐ Yes ☐ No		Degree
Graduate School		Address	
From To	Did you graduate? ☐ Yes ☐ No		Degree
Training or Education		Address	
From To	Did you graduate? ☐ Yes ☐ No		Degree

Availability

☐ Mornings ☐ Afternoons ☐ Evenings ☐ Weekdays ☐ Weekends

☐ Full-Time ☐ Part-Time

Desired salary: _____ per _____

Describe any special skills or qualifications for this work, or anything else you would like us to know that was not previously mentioned: _____

_____

_____

I hereby certify that my answers and assertions set forth in this application are true and complete to the best of my knowledge. If I am employed, I understand that any false statements on this application shall be considered sufficient cause for my dismissal. I hereby authorize this company to investigate any aspect of my prior educational and employment history.

Furthermore I understand that if I am hired, employment with this company is "at will," which means that either the company or I can terminate my employment for any reason not prohibited by state or federal law.

Signature: _____ Date: _____