



**EDUCATIONAL BACKGROUND**

| Name and Location | Years of Attendance | Did You Graduate? | Course of Study |
|-------------------|---------------------|-------------------|-----------------|
| High School       |                     |                   |                 |
| College           |                     |                   |                 |
| Other             |                     |                   |                 |

**EMPLOYMENT HISTORY (List your past 3 employers, starting with the most recent)**

|  |    |  |                    |
|--|----|--|--------------------|
| From   | To | Employer   | Telephone #<br>( ) |
| Position Title   |    | Address  |                    |
| Supervisor Name & Title                                    |    | Nature of work performed and job responsibilities  |                    |
| May We Contact For References:<br>___ Yes ___ No ___ Later |    | Hourly Rate/Salary<br>Start \$                      Hr / Wk / Yr                      Final \$                      Hr / Wk / Yr |                    |
| Reason for Leaving   |    |  |                    |

|  |    |  |                    |
|--|----|--|--------------------|
| From   | To | Employer   | Telephone #<br>( ) |
| Position Title   |    | Address  |                    |
| Supervisor Name & Title                                    |    | Nature of work performed and job responsibilities  |                    |
| May We Contact For References:<br>___ Yes ___ No ___ Later |    | Hourly Rate/Salary<br>Start \$                      Hr / Wk / Yr                      Final \$                      Hr / Wk / Yr |                    |
| Reason for Leaving   |    |  |                    |

|  |    |  |                    |
|--|----|--|--------------------|
| From   | To | Employer   | Telephone #<br>( ) |
| Position Title   |    | Address  |                    |
| Supervisor Name & Title                                    |    | Nature of work performed and job responsibilities  |                    |
| May We Contact For References:<br>___ Yes ___ No ___ Later |    | Hourly Rate/Salary<br>Start \$                      Hr / Wk / Yr                      Final \$                      Hr / Wk / Yr |                    |
| Reason for Leaving   |    |  |                    |

**REFERENCES (List 3 personal references other than family members)**

| <b>Name and Address</b> | <b>Telephone</b> | <b>Relationship</b> | <b>Yrs Known</b> |
|-------------------------|------------------|---------------------|------------------|
|                         | ( )              |                     |                  |
|                         | ( )              |                     |                  |
|                         | ( )              |                     |                  |

**APPLICANT STATEMENT**

I certify that all the information provided above is true, complete and correct.

I understand that any information provided by me that is found to be false, incomplete, or misrepresented in any respect, will be sufficient cause to 1) cancel further consideration for the position applied for, or 2) immediately discharge me from my current position and the employer's service, whenever discovered.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, my resume, or my job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering, and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 60 days.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorize to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

If I am hired, I understand I will be required to fill out an I-9 form and will be required to provide proof of identity and legal authority to work in the United States, as requested by this form.

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT**

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

## **HISTORY OF GRAND LEDGE AREA DISTRICT LIBRARY**

The Grand Ledge Public Library was originally established in 1912, and in July of 2000 became a district library. The library's primary service area includes the City of Grand Ledge, Charter Township of Oneida, and parts of Riley, Watertown, Eagle and Westphalia Townships. Grand Ledge Area District Library is composed of two locations: one in Grand Ledge and additional service outlet in Wacousta.

### **Mission Statement**

The Grand Ledge Area District Library will acquire and make readily available resources in a variety of formats, including appropriate technology, to meet the educational, recreational and informational needs of the community it serves.

### **Vision Statement**

The Grand Ledge Area District Library affirms its commitment to enhance life-long learning and well-being for all its citizens.

## **GRAND LEDGE AREA DISTRICT LIBRARY**

**131 East Jefferson Street  
Grand Ledge, MI 48837  
<http://grandledge.lib.mi.us>  
(517) 627-7014**

If you have any further questions regarding this application or the position you are applying for, you may contact:

Lise Mitchel, Library Director

(517) 622-3018 x212