



**APPLICATION FOR EMPLOYMENT  
 NOVI PUBLIC LIBRARY  
 45255 W. Ten Mile Road  
 Novi, MI 48375  
 (248) 349-0720 FAX (248) 349-6520  
 www.novilibrary.org  
 AN EQUAL OPPORTUNITY EMPLOYER**

COMPLETE EVERY LINE BY PRINTING IN BLACK INK OR USING A COMPUTER. IF THE QUESTION DOES NOT APPLY, WRITE N/A. DO NOT LEAVE THE SPACE BLANK OR REFER TO YOUR RESUME. FILL OUT EVERY SECTION AND SIGN PAGE FOUR. APPLICANTS ARE RESPONSIBLE FOR COMPLETING THE APPLICATION. FAILURE TO DO SO MAY RESULT

Last Name	First	Middle I.
Number and Street		
City	State	Zip
Phone	Home: ( )	Best time to call:
	Cell: ( )	Best time to call:
E-mail Address:		
Position Applied For:		Date:
Where did you hear about this opening?		

School	Name and Address of School	Course of Study	Last Year Completed	Graduate?	Diploma or Degree
High					
College					
Grad					

Other education or training you have had. Include military training, apprenticeship programs, correspondence school, volunteer work, etc.

**EXPERIENCE: Begin with your present or last job. Attach extra pages if needed.**

Company Name:	Salary:	Telephone:	Immediate Supervisor:
Address:	City/State:	Dates Employed	Full time <input type="checkbox"/> Part time <input type="checkbox"/>
		From: To:	Hours per week _____
Job Title and Responsibilities			

Company Name:	Salary:	Telephone:	Immediate Supervisor:
Address:	City/State:	Dates Employed	Full time <input type="checkbox"/> Part time <input type="checkbox"/>
		From: To:	Hours per week _____
Job Title and Responsibilities			

Company Name:	Salary:	Telephone:	Immediate Supervisor:
Address:	City/State:	Dates Employed	Full time <input type="checkbox"/> Part time <input type="checkbox"/>
		From: To:	Hours per week _____
Job Title and Responsibilities			

May we contact your present employer? Yes  No

If no, please explain: \_\_\_\_\_  
\_\_\_\_\_

**INSTRUCTIONS:** Answer all questions in this section. Questions in this section may be job-related or required by state or federal law. It depends upon the type of job for which you are applying. Your answers will not be considered unless the information is related to the job for which you are applying.

Were you previously employed by us?

Yes  No

If yes, when?

List any friends or relatives working for us?

Specify days and hours available, if part-time.

What date are you available to start work?

If you are under age 18, do you have a work permit/temporary permit from your school district?

**REFERENCES:** List in spaces provided below the names of three persons, not related to you, who have knowledge of your experience and qualifications for the position.

FULL NAME	TITLE/POSITION	EMAIL ADDRESS	BUSINESS OR OCCUPATION TELEPHONE	YEARS ACQUAINTED
1.				
2.				
3.				

**PERSON TO BE NOTIFIED IN CASE OF AN EMERGENCY**

NAME	ADDRESS	CITY	STATE	ZIP CODE	PHONE
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**PLEASE READ AND SIGN BELOW**

I certify the facts set forth in this Application of Employment, in my resume, and in any other materials I have submitted are true and complete. I understand that the submission of any false information in connection with my application for employment will result in immediate discharge at any time thereafter, should I be employed by the Novi Public Library (hereinafter "the Library").

I hereby authorize the Library to contact all my former and current employers (unless otherwise indicated herein), educational institutions, military entities, and the other references I have provided regarding me and my performance record and work, academic and/or military experience. I also hereby release the Library and its employees, Board Members, officers, and agents, and all of my former and current employers, educational institutions, military entities, and the other references I have provided, from any and all liability and damages for releasing or using information concerning me and my performance record and work, academic and/or military experience. I also hereby waive any right under the Bullard-Plawecki Right to Know Act, 1978 PA 397, to receive written notice from the Library or any former or current employer, that disciplinary reports, letters or reprimand, or other disciplinary actions taken against me while employed, will be or have been disclosed to a third person or entity.

I also understand that the Library may, in its sole discretion, conduct or have conducted by an individual or entity of its choice, a conviction-only criminal background history search on me. I hereby consent to this search being conducted and to the disclosure of the result of that search by the individual or entity conducting the search to the Library. I further hereby release the individual or entity conducting the search, the Library, and its employees, Board Members, officers, and agents, from any and all liability, claims and damages, including but not limited to, claims for releasing or using any information revealed as a result of this search. I also understand and acknowledge that false information provided by me or criminal convictions will result in disqualification from employment with the Library or in dismissal from employment if an offer of employment has been made and accepted.

Subsequent to an offer of employment being made, I agree to undergo the necessary medical examination conducted by a physician or other professional of the Library's choice and understand that such offer of employment is conditioned upon the results of this examination.

I agree not to commence any action or suit relating to my employment or the Library's failure to offer me employment, more than one year after the date of termination of such employment, or, if not hired, within one year of the date of application, and to waive any statute of limitations to the contrary, unless such statute of limitations provides a shorter period of time in which to bring a claim or cause of action.

If I am employed, I understand that additional personal data may be required for determination of benefit eligibility and for statistical purposes.

I will abide by all policies, rules and regulations of the Library.

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Signature of Applicant

Date

Only signed and completed applications will be considered.