

Application for Employment

Please keep this page for your reference and read the "Important Information" below before contacting the Library. If you do need to call, you will be asked to provide the following:

Position applied for: _____

Date application submitted: _____

IMPORTANT INFORMATION

- Submission of an employment application form is required in order to be considered for any employment opportunity at the Canton Public Library (CPL), and **you must complete a separate application form for each position** for which you wish to apply. If you have already submitted an application to the Library and later wish to apply for another position, you must complete another application form.
- CPL will only accept applications for **posted vacancies**. Filing an application provides no assurance that you will be interviewed or hired. Unsolicited resumes and applications, or applications that do not specify a position title, will not be accepted. Current job postings are on the Library's website at <http://www.cantonpl.org/aboutus/jobs/>.
- Read the minimum qualifications carefully for any position for which you wish to apply, and make sure your application reflects those qualifications. If your application does not show that you possess the minimum qualifications required for a position, your application will not be accepted for that position.
- Apply only for positions in which you are truly interested. If you apply for multiple positions and are hired for one of them, your application will be pulled from consideration for the other positions.
- You are encouraged to attach a resume and/or cover letter to your application form; however, please note that all sections of the application form must be completed in their entirety. Do not use phrases such as "see resume;" simply referring to the attached resume is not sufficient.
- Make sure your application form is signed and dated. **Unsigned applications are not accepted.**

Posted Vacancies: Posted vacancies have a specifically identified application deadline. No application will be accepted after this deadline. The vacancies in this category may include full- or part-time positions, and may be either full-time or hourly positions.

Unsuccessful applicants will not be considered for reposted positions. Accepted applications will be considered "active" for 30 days, after which time a new application will be required for further consideration for vacancies.

Accepted applications are reviewed after the application deadline, and interviews are generally scheduled within 7-10 days of that date. All applicants for posted vacancies will receive a confirmation of receipt of their application, and will be notified of the outcome of the recruitment process for the position.



HR use only:

APPLICATION FOR EMPLOYMENT

Please read all instructions carefully and complete all sections of the application completely and accurately. It is your responsibility to provide sufficient information on this application to indicate that you meet the minimum qualifications for the job for which you wish to be considered. The Canton Public Library (CPL) is an equal opportunity employer and will not discriminate against any applicant on the basis of any characteristic that is protected by state or federal law. If requested in advance and in compliance with the Americans with Disabilities Act and the Michigan Persons with Disabilities Civil Rights Act, CPL will provide reasonable accommodation to applicants in need of accommodation so as to permit access to the application, interviewing, and selection process.

Complete a separate form for each position for which you are applying.

Today's Date: _____

Position applied for: _____

Your application may be ineligible for review if information is omitted or inaccurate.

Date you can start: _____ **Application Type:** (check one) New Current CPL Employee

Name: _____
Last First Middle

Present address: _____
Number Street City State Zip

Permanent Address (if different): _____
Number Street City State Zip

Telephone: _____
Area Code (Home Number) Area Code (Work Number) Area Code (Message Number)

E-Mail Address: _____

Are you lawfully eligible to work in the U.S.? Yes No (check one) **Under 18?:** Yes No (check one)

Working conditions desired: Check as many as are applicable. Unchecked conditions are assumed to be "No."
NOTE: Most positions require some evening and/or weekend hours.

	Yes	No		Yes	No
Full Time	<input type="checkbox"/>	<input type="checkbox"/>	Days	<input type="checkbox"/>	<input type="checkbox"/>
Part Time	<input type="checkbox"/>	<input type="checkbox"/>	Evenings	<input type="checkbox"/>	<input type="checkbox"/>
Temporary	<input type="checkbox"/>	<input type="checkbox"/>	Weekends	<input type="checkbox"/>	<input type="checkbox"/>

Salary Desired: _____

Have you ever applied to the Canton Public Library before? Yes No (check one)

If yes, when and for what position? _____

Have you ever been convicted of a felony, or other crime except a minor traffic violation?
 (check one) Yes No (Conviction of a crime does not necessarily disqualify you from employment with the library)

If "Yes," please state citation, date and place where offense occurred:

Are you able, with or without reasonable accommodation, to perform and fulfill all of the essential duties and requirements of the job for which you are applying?

Yes No (check one)

Note: Michigan law requires that a person with a disability requiring accommodation for employment notify the employer in writing within 182 days after the need is known.

Do you have any relatives employed by the Canton Public Library? Yes No (check one)

If "Yes," please provide: _____
Name and Relationship Department

Education

	Name & Location Of School	No. of Years Attended	Degree, Certificate or Diploma	Subject/Major
High School				
College or University				
College or University				
College or University				
Business or Vocational				
Specialized Training				

Professional References

Please list three individuals not related to you, whom you have known for at least one year in an employment-related capacity.			
Name	Address & Telephone	Relationship	Years Acquainted

Employment History

Beginning with your current or most recent job, list *all* previous employers and provide description of duties. If applicable, include military and unpaid volunteer experience, and provide explanation for any periods of unemployment. Attach additional sheets if necessary. **You may also attach a resume; however, this section must be completed in its entirety. Referring to attached resume is not sufficient.**

Mo./Yr. To Mo./Yr. / - /	Employer's Name	Job Title	Hours per Week
Street Address		City/State	Salary (per hour, week, month, or year) \$ per
Supervisor		Supervisor's Title	Phone
Reason for Leaving:			
Ok to contact? <input type="checkbox"/> Yes <input type="checkbox"/> No (check one)			
Duties/Responsibilities:			

Mo./Yr. To Mo./Yr. / - /	Employer's Name	Job Title	Hours per Week
Street Address		City/State	Salary (per hour, week, month, or year) \$ per
Supervisor		Supervisor's Title	Phone
Reason for Leaving:			
Ok to contact? <input type="checkbox"/> Yes <input type="checkbox"/> No (check one)			
Duties/Responsibilities:			

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Supervisor		Supervisor's Title	Phone
Reason for Leaving:			
Ok to contact? <input type="checkbox"/> Yes <input type="checkbox"/> No (check one)			
Duties/Responsibilities:			

Provide any additional information such as special skills, computer knowledge, training, management experience or other qualifications you feel will be helpful to us in considering your application:

Please read the following statement carefully before signing to indicate your understanding:

I affirm that the information provided in this application (and accompanying documents, if any) is true and complete to the best of my knowledge. I understand that falsified statements, misrepresentations or omissions – oral or written – may disqualify me from further consideration for employment and may result in discipline or dismissal if discovered at a later date.

I authorize investigation of all statements contained in this application for any employment-related purpose. I release the listed references and all employers, except those specifically excepted*, to provide you with any and all applicable information they may have. I hereby release these references and former employers from all liability for any information they may give to you.

I understand and agree that, if hired, my employment status is at-will. Therefore, my employment is for no definite period; and may, regardless of the date of payment of my wages, be terminated with or without cause, at any time, with or without notice. Any agreement altering the terminable at will nature of the employment relationship must be in writing and signed by myself and the Director of the Library.

I agree that any action or suit against the Library arising out of my employment or termination of employment, including, but not limited to, claims arising under State or Federal civil rights statutes, must be brought within 182 days of the event giving rise to the claims or be forever barred. I waive any limitation periods to the contrary.

Date

Signature

*Employers specifically excepted: _____