

**JOB APPLICATION**

**PINCKNEY COMMUNITY PUBLIC LIBRARY**  
**350 Mower Rd., PO Box 379**  
**Pinckney MI 48169**  
**Phone: 734-878-3888 Fax: 734-878-2907**

Date of Interview
Personnel Officer
Director

Name \_\_\_\_\_

Street Address                      Last                      First                      Middle Initial

City                      State                      Zip                      Phone

1. Title of position for which you are applying \_\_\_\_\_
2. Have you ever been employed by a library? \_\_\_\_\_
3. What is your social security number? \_\_\_\_\_
4. Are you a citizen of the United States? \_\_\_\_\_

**Educational Background** – Please give full information regarding your experience and education. Answer in detail. If more space is needed, attach additional sheets.

Circle Highest Grade Completed: Grammar School – 3 4 5 6 7 8  
 High School – 9 10 11 12

Name and Location of last school attended: \_\_\_\_\_

Did you graduate? Yes \_\_\_ No \_\_\_

Business College, trade school, night school or other.	Name	Subject	Length of Course	Number of Classes/Hours Per Week	Did you complete?	Date Completed?

Name & Location of College/University	Major	Minor	Degree (s) Received	Dates Attended	Date Graduated

Give title, number, date of issue, and expiration date of any occupational license, registration, certificate, or journeyman's card, which you hold.

Give drivers license number and/or chauffeur's license number if applicable

Was any of the education or experience claimed on this application obtained under a name other than the one used on this application? Yes\_\_\_\_ No\_\_\_\_. If so, under what name?

Have you ever been convicted (that is fined, placed on probation, sentenced to jail or prison, or given a suspended sentence) for any violation of law other than minor traffic violations? Yes \_\_\_\_ No\_\_\_\_.

A conviction does not necessarily prevent employment. Each case is considered on its own merits. A false answer, however, may result in disqualification or termination. If you answer is "yes", explain fully on an additional sheet, or your application will be rejected.

**Experience**

Account for all your time in the past ten years and any earlier experience, which qualifies you for the position for which you are applying. If more than one position was held under the same employer, describe each position separately. Periods not worked must also be indicated (military service, unemployed, etc.). If more space is needed attach additional sheets. For "Your duties" describe in detail kind of work, responsibilities. Be sure to sign the certificate at the bottom of the page.

Employer\_\_\_\_\_ From\_\_\_\_\_ To\_\_\_\_\_

Street Address\_\_\_\_\_

City\_\_\_\_\_ State\_\_\_\_\_ Zip\_\_\_\_\_ Phone#\_\_\_\_\_

Your Title\_\_\_\_\_ Hours Worked Per Week\_\_\_\_\_

Starting Salary\_\_\_\_\_ Last Salary\_\_\_\_\_

Your Duties  
\_\_\_\_\_  
\_\_\_\_\_

Reason For Leaving  
\_\_\_\_\_  
\_\_\_\_\_

Employer\_\_\_\_\_ From\_\_\_\_\_ To\_\_\_\_\_

Street Address\_\_\_\_\_

City\_\_\_\_\_ State\_\_\_\_\_ Zip\_\_\_\_\_ Phone#\_\_\_\_\_

Your Title\_\_\_\_\_ Hours Worked Per Week\_\_\_\_\_

Starting Salary\_\_\_\_\_ Last Salary\_\_\_\_\_

Your Duties  
\_\_\_\_\_  
\_\_\_\_\_

Reason For Leaving  
\_\_\_\_\_  
\_\_\_\_\_

Employer\_\_\_\_\_ From\_\_\_\_\_ To\_\_\_\_\_

Street Address\_\_\_\_\_

City\_\_\_\_\_ State\_\_\_\_\_ Zip\_\_\_\_\_ Phone#\_\_\_\_\_

Your Title\_\_\_\_\_ Hours Worked Per Week\_\_\_\_\_

Starting Salary\_\_\_\_\_ Last Salary\_\_\_\_\_

Your Duties  
\_\_\_\_\_  
\_\_\_\_\_

Reason For Leaving  
\_\_\_\_\_  
\_\_\_\_\_

**Certificate of Applicant:** I hereby certify that all information given in this application is true and agree and understand any misstatement of material facts contained in this application may be grounds for termination. **I further expressly agree my employment and compensation can be terminated with or without cause or notice at any time, at the option of either the Library or myself, it being understood that the employment relationship between myself and the Pinckney Community Public Library is one of employment at will.** I further certify that this application is made under my correct legal name.

Date\_\_\_\_\_ Signature\_\_\_\_\_