



# Employment Application

The Herrick District Library is an Equal Opportunity Employer and will not unlawfully discriminate in hiring or employment on the basis of race, color, religious creed, national origin, age, marital status, the presence of a medical condition or handicap, height, weight or any other protected status.

Position Applying for : \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

If hired, can you provide proof that you are eligible to work in the U.S.? Yes  No

Are you 16 years of age or older? Yes  No

Have you ever been convicted of a felony? Yes  No  If yes, explain: \_\_\_\_\_

Are there any felony charges pending against you now? Yes  No  If yes, explain: \_\_\_\_\_

Have you ever worked for Herrick District Library before? Yes  No

If yes, please give dates of employment and supervisor: \_\_\_\_\_

Education	School & Location	Dates	Subjects Studied	Did you Graduate?
High School				
Technical, Business, or Trade School				
College or University				

Please list any additional training or skills you feel may be an asset:

## Employment History (include military service)

Company Name:			Company phone number:	
Company Street address:			City, State, Zip:	
Direct Supervisor:			May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Position held:	Start Date:	End Date:	Starting Pay Rate:	Ending Pay Rate:
Job responsibilities:				
Reason for leaving:				

Company Name:			Company phone number:	
Company Street address:			City, State, Zip:	
Direct Supervisor:			May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Position held:	Start Date:	End Date:	Starting Pay Rate:	Ending Pay Rate:
Job responsibilities:				
Reason for leaving:				

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Company Street address:			City, State, Zip:	
Direct Supervisor:			May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Position held:	Start Date:	End Date:	Starting Pay Rate:	Ending Pay Rate:
Job responsibilities:				
Reason for leaving:				

### Work-Related References

Name:	Years known:	Contact Information:

Please read each statement carefully before signing:

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in dismissal if discovered at a later date.

I authorize the investigation of any or all statements contained in this application. I also authorize, whether listed or not, any person, school, current employer, past employers and organization to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liabilities in making such statements.

I hereby consent to a pre- and or post-employment drug screen as a condition of employment, if required. I understand that if I am extended an offer of employment it may be conditioned on my successfully passing a complete pre-employment physical examination. I consent to the release of any or all medical information as may be deemed necessary to judge my capability to do the work for which I am applying.

In accordance with ADA requirements, if I require an accommodation to perform the job, I must notify the Herrick District Library of that need within 182 days after I know or reasonably should have known that an accommodation was needed. Failure to do so will bar me from alleging that Herrick District Library has not accommodated me as required by law.

I understand that nothing contained in this application or in the granting of an interview is intended to create a contract between Herrick District Library and me for either employment or the providing of any benefit.

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

Please Submit Application to:

Manager of Administrative Services  
Herrick District Library | 300 S. River Ave | Holland, MI 49423  
(616) 355-3700 | [www.herrickdl.org](http://www.herrickdl.org)  
email: [jobs@herrickdl.org](mailto:jobs@herrickdl.org)

Office Use: Date \_\_\_\_\_ Posting \_\_\_\_\_ Interview: \_\_\_\_\_  
Disposition: \_\_\_\_\_ File: \_\_\_\_\_