

Willard Library Student Employment Application

Today's Date: _____

Name: _____
Last First Middle Initial

Address: _____
Street Address City State Zip Code

Home Phone # () _____

Cell Phone # () _____

Email Address: _____

Preferred Method of Contact: Phone Email Text

School: _____ Grade: _____ GPA: _____ (required)

Are you at least 16 years of age: Yes No

Have you been convicted of a crime in the last seven years? No Yes If Yes, please explain all convictions:

(Conviction will not necessarily be a bar to employment. Each instance and explanation will be considered in relation to the position for which you are applying.)

Skills, Activities & Experience

Sports/Activities: _____

Work/Volunteer Experience: _____

Computer/Typing Skills: _____

List special accomplishments, publications, awards, etc.: _____

List any additional information you would like us to consider: _____

Turn to Back

Schedule

Hours you are available to work:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

References

Please list 3 references with current contact information from previous work or volunteer experiences:

Name	How long have you known this person:	What is your relationship to this person?

Disclosure and Release

In connection with my application for employment (including contract for services) at Willard Library, I authorize Willard Library, without reservation, to conduct a criminal background check from the Michigan State Police (MSP). I agree to hold Willard Library harmless for requesting the criminal background check from the Michigan State Police and for providing the MSP with the necessary information to conduct the search. This report will include information regarding criminal or civil convictions from federal, state, and other agencies.

I understand that I can make a request for my records by submitting a Record Challenge to the Michigan State Police with proper identification.

If hired (or contracted), this authorization will remain on file and serve as ongoing authorization for Willard Library to procure criminal reports at any time during my employment (or contract period).

I attest that all statements and information provided on this application are true.

Student - Print Name

Student - Signature and Date

Date of Birth

Parent / Guardian Consent (if Applicant is under 18 years of age)

Parent / Guardian - Print Name

Parent / Guardian - Signature and Date

An Equal Opportunity Employer

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 local, state, or federal law.