



Student Assistant Employment Application

Thank you for your interest in working at Willard Library. This position requires the applicant to be currently enrolled in high school and/or college, and have a minimum grade point average of 3.0. Positions are typically 10-15 hours per week, and include day, evening, and weekend hours. Job duties include sorting, organizing and shelving library materials.

Your Information

First Name

Last Name

Street Address

City, State

Zip Code

E-mail

Phone

School

Grade

Grade Point
Average

Are you at least 16 years of age?
Yes No

Have you been convicted of a crime in the last seven years?
Yes No

If Yes, please explain all convictions:

Describe any work and/or volunteer experience you have:

Describe any extracurricular activities you are involved in (i.e. sports, band, theatre):

List special accomplishments, awards, and/or recognitions you have received:

List any additional information you would like us to consider:

List the hours you are available to work:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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References

List three references with current contact information from previous work or volunteer experience.

First Name Last Name

E-mail Address Phone

First Name Last Name

E-mail Address Phone

First Name Last Name

E-mail Address Phone

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.

Applicant Signature/Date: Parent/Guardian Signature/Date (if applicant is under 18):

Applicant Printed Name: Parent/Guardian Printed Name:

Date of Birth

An Equal Opportunity Employer
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.