



Location & Contact Information
151 West Center Street
Coloma, MI 49038
(269) 468-3431
www.colomapubliclibrary.net

Library Hours
MON-THUR 9am – 7pm
FRI-SAT 9am – 2pm
SUN CLOSED

Today's Date ____/____/____

Application for Employment

Personal Information

Last Name _____ First Name _____ Middle Initial _____

Street Address _____ City _____ State _____ Zip Code _____

Phone Number _____

Email Address _____

Are you at least 18 years of age? Yes ☐ No ☐

Do you have a legal right to work in the US? Yes ☐ No ☐

Education and Training

Position requires a minimum of a high school diploma or equivalent.

Please list the name of the High School graduated. _____

If you possess a GED, please indicate where it was earned. _____

Verification of graduation or GED may be required.

Educational Institutions (Please write "see resume" if listed there.)

Name of High School, Tech School, College or University	Location of School	Major, Minor or Concentration	Degree of Certificate Earned/Year

Availability

Are you seeking: **Full-Time** ☐ **Part-Time** ☐ Date you would be available to start working: _____

Flexibility is required. Most work will be performed during the Library's open hours including Saturdays. Some work may be required outside of the regular schedule. Please let us know if there are times/days when you would not be available to work:

This position requires considerable walking, standing for periods of time, bending, stretching, lifting books and materials, and stooping as well as pushing and pulling carts and equipment. Please indicate if you are able to meet the physical requirements or list reasonable accommodations that may be needed:

Skills/Assets

Describe skills, strengths you would bring to the position including prior library experience, ability to use technology, etc:

A valid driver's license and reliable transportation are required for this position. Please indicate that you have:

A valid driver's license: Yes ☐ No ☐ A reliable form of transportation: Yes ☐ No ☐

References

Please provide 3 references which will be verified by the Library. *Work, volunteer, or school-related references are preferred.*

Name	Phone Number	Email	Relationship

Excluding minor traffic violations, have you ever been convicted of a felony or misdemeanor?

Yes ☐ No ☐ If yes, please explain: _____

Background checks are conducted at the Library's expense. A prior conviction does not necessarily mean that you cannot be employed. Criminal convictions will be considered in relation to the position for which you have applied.

Employment History Starting with your current or most recent job, list employment/volunteer history. Additional history may be attached.

Previous Employer/Company Name City/State
Supervisor name _____ Contact info _____
Dates/Length of Employment _____
Position/Duties performed _____
Reason for leaving _____

Previous Employer/Company Name City/State
Supervisor name _____ Contact info _____
Dates/Length of Employment _____
Position/Duties performed _____
Reason for leaving _____

Previous Employer/Company Name City/State
Supervisor name _____ Contact info _____
Dates/Length of Employment _____
Position/Duties performed _____
Reason for leaving _____

I affirm the information provided on this application (and accompanying resume and notes, if any) is true and complete. I understand and agree that any misrepresentation or false statement on this application shall be considered cause of rejection of this application, or in the event I become employed, immediate discharge.

I authorize the Coloma Public Library to investigate statements contained in this application, including record of any former employers, police departments, and other references or sources concerning me. I authorize all references and sources to release this information without liability for damage incurred by giving it. I waive any written notice of the release of these records that may be required by state or federal law.

I understand I will be required to produce at the time of hire Employment Eligibility documents in compliance with Immigration Reform and Control Act of 1986 (Employment Eligibility form I-9).

If hired I agree to comply with the rules and regulations of the Coloma Public Library.

Signature _____ Date ____/____/____

Applications are accepted when there is an open position at the Library. Please note, applications are not kept on file once the position has been filled. Separate applications must be submitted to apply for subsequent job opportunities.

Email is the preferred method of contact.

Send completed application to: **mary@colomapubliclibrary.net.**

Preference is given to application packets that include a resume and brief letter of interest.

Physical applications are also acceptable.

Mail or drop off packets to:

Coloma Public Library

151 W. Center St.

P.O. Box 430

Coloma, MI 49038

Fax: (269) 468-8077