



**Location & Contact Information**  
 151 West Center Street Coloma, MI 49038  
 (269) 468-3431  
[www.colomapubliclibrary.net](http://www.colomapubliclibrary.net)

**Library Hours**  
 MON, TUE, THUR 9am – 7pm  
 WED, FRI 9am – 5pm  
 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: \_\_\_\_\_

**Scheduling & Availability:** Flexibility is required. Most work is performed during the Library's regular operating hours, including evenings and Saturdays. Occasional work may occur offsite or outside the regular schedule. Please indicate any days or times you would generally be unavailable to work: \_\_\_\_\_

**Physical Requirements:** This position requires considerable walking, standing for extended periods, bending, stretching, stooping, and lifting library materials and supplies, as well as pushing and pulling carts and equipment. Please state "YES" if you are able to perform the essential physical functions of this position, with or without reasonable accommodation, or describe any accommodations that may be needed: \_\_\_\_\_

**Communication Skills:** This position requires regular interaction with coworkers, patrons, volunteers, and community members. Applicants must be able to read and understand written materials; effectively communicate in spoken and written English as required for daily library operations; follow verbal and written instructions; and interact professionally and courteously in person, by telephone, and through electronic communication such as email. Please state "YES" if you are able to meet these communication requirements, with or without reasonable accommodation, and describe any accommodations that may be needed: \_\_\_\_\_



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**