



Petoskey District Library
 500 E Mitchell St
 Petoskey MI 49770
 Phone 231.758.3100 Fax 231.758.3301

Employment Application

The City of Petoskey and the Petoskey District Library are Equal Opportunity Employers.

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

_____ *City State ZIP Code*

Phone: _____ Email _____

Date Available: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when?

List below any experiences, skills, certifications, licenses, specialized training, etc. that you possess that you believe qualify you for this position (use the enclosed Supplement Insert Page, if necessary):

Education

High School: _____ Address: _____

Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ Did you graduate? YES NO Degree: _____

References

Give names, addresses, phone numbers of those persons who are familiar with your qualifications and character. Do not include former employers or relatives.

Full Name: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Disclaimer and Signature

I certify that the information provided on this Employment Application, including any accompanying notes, supplements, cover letters, and/or resumes, is true and complete. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

I further understand that if I am hired, I will be employed by the City (Library Department) as an at-will employee, on an indefinite basis (unless my employment is covered by a collective-bargaining agreement or other written agreement to the contrary, signed by me or my authorized representative and the City Manager), and my employment by the City shall be subject to termination, at any time, for any or no reason, with or without prior notice, warning, or disciplinary action.

I agree that any action or suit against the Petoskey District Library or any of its employees relating to or arising out of my employment or the termination of employment, including, but not limited to, claims arising under state or federal civil rights statutes, must be brought within 180 days of the event giving rise to the claim or be forever barred.

Applicant
Signature: _____ Date: _____

Supplemental Information
