

AHPL APPLICATION FOR EMPLOYMENT

We are an equal opportunity employer and will not unlawfully discriminate on the basis of race, color, sex (including pregnancy), religion, national origin, age, marital or veteran status, disability, family status, genetic information, height, weight or any other protected status.

Last Name

First Name

Date

Phone Number

Email Address

Address

City

Zip Code

Have you ever worked for the Auburn Hills Public Library?

Yes No

Are you legally eligible for employment in the U.S.?

Yes No

Have you ever been convicted of a misdemeanor or felony? A criminal conviction record will not necessarily prohibit you from being employed. If YES, please list date, place, and nature of offense.

Yes No

Are there any misdemeanor or felony charges presently pending against you?

Yes No

Hours Available to Work:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
AM							
PM							

EDUCATION

High School

Year Graduated

College/University/Trade School

Diploma/Degree/Certificate

Major/Course of Study

Number of Years Completed



3400 E. Seyburn Drive
Auburn Hills, MI 48326
ahplibrary.org

EMPLOYMENT INFORMATION

Are you currently employed? Yes No

Company Name

Job Title

Address

Job Duties

Years Employed

Former Employment History

Company Name

Job Title

Address

Job Duties

Years Employed

Company Name

Job Title

Address

Job Duties

Years Employed

Please indicate if you would prefer that we not contact any of the listed employers, and briefly explain your reason:

AUTHORIZATION AND UNDERSTANDING

• I certify that the answers and information given by me in this application are true, correct and complete without qualification. I understand that the Library has the right to refuse to hire or immediately discharge me, at any time, if it discovers that I have provided incomplete, untrue, or misleading answers or information in this application or on any other documents or forms submitted at any time during my employment.

• I hereby authorize the Library to verify the answers and information given by me in this application and to make any investigation of my background deemed necessary. I authorize former employers, law enforcement organizations, educational institutions, and any other third party contacted by the Library to release to the Library any information they have regarding me without providing written notice to me.

• I authorize the Library to use any information in its possession concerning me for any purpose it deems appropriate, and I release the Library from any liability in connection with such use.

• If I am hired by the Library, I understand and agree that I will be bound by the rules, regulations, policies, procedures, and other terms and conditions of employment of the Library, as they are from time-to-time changed, with or without notice.

• If I am hired by the Library, I understand that I have the right to terminate my employment at any time and for any reason, with or without notice. I further understand that the Library can terminate the employment relationship at any time for any lawful reason, with or without cause, with or without notice. This at-will employment relationship exists regardless of any other written statements or policies or any other Library document or any verbal statements to the contrary. No one except the Library's director can enter into any kind of employment relationship or agreement which is contrary to the above. To be enforceable, any employment relationship or agreement which is contrary to the above must be in writing and personally signed by the Library's director and myself.

Applicants Signature

Date