



Application for Employment

Please keep this page for your reference and read the "Important Information" below before contacting the Library's Human Resources Office. If you do need to call, you will be asked to provide the following:

Position applied for: _____	Job Number: _____
Date application submitted: _____	

IMPORTANT INFORMATION

- Submission of an employment application form is required in order to be considered for any employment opportunity at the Ann Arbor District Library (AADL), and **you must complete a separate application form for each position** for which you wish to apply. If you have already submitted an application to the Library and later wish to apply for another position, you must complete another application form.
- AADL will only accept applications for **posted vacancies** or **pooled positions** (see below). Unsolicited resumes and applications, or applications that do not specify a position title and job number, will not be eligible for review. Current job postings are located at the Downtown library and all branch locations, and in the Human Resources section of the Library's website at www.aadl.org/aboutus/employment.
- Read the minimum qualifications carefully for any position you wish to apply for, and make sure your application reflects those qualifications. If your application does not show that you possess the minimum qualifications required for a position, your application will not be reviewed for that position.
- Apply only for positions in which you are truly interested. If you apply for multiple positions and are hired for one of them, your application will be pulled from consideration for the other positions.
- We recommend that you keep a photocopy of your application. Once an application has been submitted, we are not able to provide you with a copy.
- You are encouraged to attach a resume and/or cover letter to your application form; however, please note that all sections of the application form must be completed in their entirety. Do not use phrases such as "see resume"; simply referring to the attached resume is not sufficient.
- Make sure your application form is signed and dated. **Unsigned applications are not reviewed.**

Posted Vacancies: Posted vacancies have a specifically identified application deadline. The vacancies in this category may include full-or part-time positions, and may be either regular (with employer-paid benefits) or casual (hourly positions with no benefits). Applications for posted vacancies remain active until the conclusion of the recruitment activity for that specific position. Applications are reviewed after the application deadline, and interviews are generally scheduled within 7-10 days of that date. All applicants for posted vacancies will receive a confirmation of receipt of their application, and will be notified of the outcome of the recruitment process for the position.

Pooled Positions: These positions generally have a higher level of hiring activity than other positions in the Library and the Library will accept applications for them on an ongoing basis in order to maintain an applicant "pool." All pooled positions are casual, part-time positions, and do not include benefits. Applications that meet the minimum qualifications for the positions remain active for three (3) months from the date received by the Library, and will be reviewed by the hiring supervisor for any openings that occur during that period. *There may not be current openings for pooled positions at any given time.* The hiring supervisor will contact applicants directly if an interview is desired. Please do not call the Human Resources Office regarding the status of your application. Due to the volume of applications reviewed, and the intermittent nature of the hiring activity, the Human Resources office is not able to provide information regarding the status of any individual application for pooled positions. Applicants will receive a postcard confirming receipt of their application, but will not be notified of the outcome of each hiring opportunity.

Human Resources Office

Phone: (734) 327-8304



APPLICATION FOR EMPLOYMENT

Please read all instructions carefully and complete all sections of the application completely and accurately. It is your responsibility to provide sufficient information on this application to indicate that you meet the minimum qualifications for the job for which you wish to be considered.

Today's Date: _____ You must complete a separate application form for each position applied for.
Position applied for: _____ Posted Position Job Number _____
Specific AADL position title required.
Your application may be ineligible for review if information is omitted or inaccurate.

Date you can start: _____ Application Type: (check one) [] New [] Current AADL Employee

Name: _____
Last First Middle

Present address: _____
Number Street City State Zip

Permanent Address (if different): _____
Number Street City State Zip

Telephone: _____
Area Code (Home Number) Area Code (Work Number) Area Code (Message Number)

E-Mail Address: _____

Are you lawfully eligible to work in the U.S.? [] Yes [] No (check one) Under 18?: [] Yes [] No (check one)

Working conditions desired: Check as many as are applicable. Unchecked conditions are assumed to be "No".
NOTE: Most public service positions require some evening and/or weekend hours.

Yes No Days Yes No Locations at which you are willing to work:
Full Time [] [] Days [] [] Downtown Library []
Part Time [] [] Evenings [] [] Malletts Creek Branch []
Temporary [] [] Weekends [] [] Pittsfield Branch []
Traverwood Branch []
West Branch []

Salary Desired: _____

Have you ever applied to the Ann Arbor District Library before? [] Yes [] No (check one)

If so, when? _____

Have you ever been convicted of a crime except a minor traffic violation? [] Yes [] No (check one)

If so, please state citation, date and place where offense occurred. _____

Are you able, with or without reasonable accommodation, to perform and fulfill all of the essential duties and requirements of the job for which you are applying? Yes No (check one)

Note: Michigan law requires that a person with a disability requiring accommodation for employment notify the employer in writing within 182 days after the need is known.

Do you have any relatives employed by the Ann Arbor District Library? Yes No (check one)

If "Yes," please provide: _____
Name and Relationship Department

Education

	Name & Location Of School	No. of Years Attended	Degree, Certificate or Diploma	Subject/Major
High School				
College or University				
College or University				
Business or Vocational				
Specialized Training				

Professional References

Please list three individuals not related to you, whom you have known for at least one year in an employment-related capacity.			
Name	Address & Telephone	Relationship	Years Acquainted

Employment History

Beginning with your current or most recent job, list *all* previous employers and provide description of duties. If applicable, include military and unpaid volunteer experience, and provide explanation for any periods of unemployment. Attach additional sheets if necessary. **You may also attach a resume; however this section must be completed in its entirety. Referring to attached resume is not sufficient.**

Mo./Yr. To Mo./Yr. / - /	Employer's Name	Job Title	Hours per Week
Street Address		City/State	Salary (per hour, week, month, or year) \$ per
Supervisor		Supervisor's Title	Phone
Reason for Leaving:			
Ok to contact? <input type="checkbox"/> Yes <input type="checkbox"/> No (check one)			
Duties/Responsibilities:			

Mo./Yr. To Mo./Yr. / - /	Employer's Name	Job Title	Hours per Week
Street Address		City/State	Salary (per hour, week, month, or year) \$ per
Supervisor		Supervisor's Title	Phone
Reason for Leaving:			
Ok to contact? <input type="checkbox"/> Yes <input type="checkbox"/> No (check one)			
Duties/Responsibilities:			

Mo./Yr. To Mo./Yr. / - /	Employer's Name	Job Title	Hours per Week
Street Address		City/State	Salary (per hour, week, month, or year) \$ per
Supervisor		Supervisor's Title	Phone
Reason for Leaving:			
Ok to contact? <input type="checkbox"/> Yes <input type="checkbox"/> No (check one)			
Duties/Responsibilities:			

Mo./Yr. To Mo./Yr. / - /	Employer's Name	Job Title	Hours per Week
Street Address		City/State	Salary (per hour, week, month, or year) \$ _____ per
Supervisor		Supervisor's Title	Phone
Reason for Leaving:			
Ok to contact? <input type="checkbox"/> Yes <input type="checkbox"/> No (check one)			
Duties/Responsibilities:			

Mo./Yr. To Mo./Yr. / - /	Employer's Name	Job Title	Hours per Week
Street Address		City/State	Salary (per hour, week, month, or year) \$ _____ per
Supervisor		Supervisor's Title	Phone
Reason for Leaving:			
Ok to contact? <input type="checkbox"/> Yes <input type="checkbox"/> No (check one)			
Duties/Responsibilities:			

Provide any additional information such as special skills, computer knowledge, training, management experience or other qualifications you feel will be helpful to us in considering your application. _____

Please read the following statement carefully before signing to indicate your understanding:	
I affirm that the information provided in this application (and accompanying documents, if any) is true and complete to the best of my knowledge. I understand that falsified statements, misrepresentations or omissions – oral or written – may disqualify me from further consideration for employment and may result in discipline or dismissal if discovered at a later date.	
I authorize investigation of all statements contained in this application for any employment-related purpose. I release the listed references and all employers, except those specifically excepted*, to provide you with any and all applicable information they may have. I hereby release these references and former employers from all liability for any information they may give to you.	
I agree that any action or suit against the Library arising out of my employment or 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 claims or be forever barred. I waive any limitation periods to the contrary.	
_____	_____
Date	Signature
*Employers specifically excepted: _____	



Ann Arbor District Library
An Equal Opportunity / Affirmative Action Employer

APPLICANT'S CONFIDENTIAL DEMOGRAPHIC DATA

In compliance with federal, state and local equal employment opportunity laws and regulations, qualified applicants shall not be discriminated against because of race, color, religion, national origin, sex, age, condition of pregnancy, marital status or physical limitations. To help us comply with equal opportunity recordkeeping and reporting requirements, please answer the questions below. **This form will be detached from your application for employment and kept in a confidential file separate from your application and cannot and will not be used in making employment decisions.** All responses are voluntary. Refusal to answer will not affect your consideration for employment.

Name: _____ **Date:** _____
Position applied for: _____ **Department:** _____

Please check the appropriate responses:

Sex: ___ Male ___ Female

Race (check one or more):

- _____ American Indian or Alaska Native - A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- _____ Asian - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- _____ Black or African American - A person having origins in any of the black racial groups of Africa.
- _____ Hispanic or Latino - A person of Cuban, Mexican, Puerto Rican, Central or South American or other Spanish culture or origin, regardless of race.
- _____ Native Hawaiian or Other Pacific Islander - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- _____ White - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Other Protected Categories:

- _____ Vietnam Era Veterans - 180 days active duty between August 5, 1964 and May 7, 1975. Discharge other than dishonorable.
- _____ Disabled Veteran - Disability of 30% or more administered by the Veteran's Administration, or discharged or released for disability.
- _____ Handicapped - Physical or mental impairment (or history of same), which substantially limits one or more major life activities.

REFERRAL SOURCE: How did you first learn of this position?

- | | | |
|-------------------------------|--|------------------------------|
| ___ Current employee | ___ Ann Arbor News | ___ Detroit News/Free Press |
| ___ AADL website (aadl.org) | ___ Heritage Newspapers | ___ The Observer & Eccentric |
| ___ The Library Network (TLN) | ___ Employment Posting (identify location) _____ | |
| ___ Comnet.org | ___ Internet Posting (identify location) _____ | |
| ___ Friend | ___ Other _____ | |