



Public Library of Westland
6123 Central City Parkway, Westland, MI 48185
734-326-6123 www.westlandlibrary.org

Application for Employment

Date: _____

Personal Information

Full Name: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Home Phone: _____ Alternate Phone: _____

E-mail Address: _____

Driver's License Number: _____ Expiration Date: _____

Instructions

1. Please provide all pages of this application fully. Use additional sheets if necessary. All information provided will remain confidential.
2. Please type or use a blue or black pen. Print neatly. Incomplete or illegible applications will not be processed.

The Public Library of Westland is an Equal Opportunity, At-Will Employer

Job Listings

I would like to be considered for: ___ Full Time ___ Part Time ___ Either
 Mark the positions in which you are interested. Applications will be kept on file for one year.

Classification	Desired Education	Experience Required
___ Administrative Assistant	High School Diploma/GED	5 years
___ Computer Page	High School Diploma/GED	Computer literate
___ Department Head	Bachelor's Degree/MLS	3 years
___ Director	MLS	10 years
___ Librarian	MLS	3 years
___ Library Assistant	High School Diploma/GED	2 years
___ Library Associate	Bachelor's Degree	2 years
___ Maintenance Assistant	High School Diploma/GED	3 years
___ Page	Minimum Age – 14 years	None
___ Systems Technician	Associates Degree	3 years

Education

Highest Grade Completed: ___7___8___9___10___11___12___13___!4___15___16___17+

Name	Address/Phone	Dates		Graduated? Degree
		Start	End	
High School		Start	End	
College		Start	End	
Graduate		Start	End	
Technical/Other		Start	End	

Activities and Organizations

Please list any job-related organizations, clubs and/or activities in which you were involved, except those that indicate race, color, religion, national origin, ancestry, sex, or age.

Computer Experience

Please specify any software/version with which you are familiar
 Operating Systems: ___Windows___Macintosh___UNIX/LINUX

Application Type	List all applicable software, including manufacturer and version
Word Processor	
Spreadsheet	
Database	
Other	
ILS (Library Automation System)	

Previous Employment

Please list your previous employers, starting with the current or most recent

Company/ Address	Position/ Wage	Supervisor Name/Phone	Start/End Hours/Week	Reason for Leaving
			Start End	
May we contact? ___Yes___No	Pay Rate \$ _____		Hours per week _____	
			Start End	
May we contact? ___Yes___No	Pay Rate \$ _____		Hours per week _____	
			Start End	
May we contact? ___Yes___No	Pay Rate \$ _____		Hours per week _____	
			Start End	
May we contact? ___Yes___No	Pay Rate \$ _____		Hours per week _____	

