



PORTAGE LAKE DISTRICT
LIBRARY

Employment Application

Portage Lake District Library
58 Huron Street
Houghton, MI 49931
906-482-4570

Today's Date: _____

Available Start Date: _____

It is the policy of the Portage Lake District Library to provide equal employment opportunities for all individuals on the basis of their skills, abilities, and qualifications without regard to race, color, creed, national origin, religion, sex, disability, or any other legally protected status except where such factors constitute a bona fide occupational qualification.

A person with a disability requiring accommodation for completing the application process should notify the Director as soon as possible. Michigan law requires that a person with a disability requiring accommodation for employment must notify the employer in writing within 182 days after the need is known.

Last Name		First Name	
Address			
Email		Phone	

Position Applying For:						
Work Availability (Day/Hours)	Mon	Tues	Wed	Thurs	Fri	Sat

Have you ever worked for this company?	Yes / No
If yes, please note when and in what capacity:	

Why are you interested in working for the Portage Lake District Library?
Briefly highlight how your your experience, job training, or skills qualify you for this position:

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Formal Education			
Type	Institution's Name & Address	Area of Study	Completion?
High School or Equivalent Diploma			Yes / No
College Degree			Yes / No
List of Current Certifications			Yes / No
Other:			

Employment Background			
Employer Name	Address	Duties/Skills Related to Applied Position	
1.			
Supervisor's Full Name & Contact		May We Contact?	Yes / No
2.			
Supervisor's Full Name & Contact		May We Contact?	Yes / No
3.			

Supervisor's Full Name & Contact		May We Contact?	Yes / No
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References			
Full Name & Occupation/Title	Connection to Applicant	Phone	Best Time to Reach Out
	<ul style="list-style-type: none"> • Personal • Professional 		
	<ul style="list-style-type: none"> • Personal • Professional 		
	<ul style="list-style-type: none"> • Personal • Professional 		

Notice to Applicant:

Applicant interviews are part of the pre-employment process. Testing, including but not limited to aptitude, knowledge, skill, intelligence, and agility tests, and task demonstrations may be included in the pre-employment process for specific positions.

The facts set forth in my application are true and complete. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal.

Signature of Applicant

Date

Please submit signed and completed applications to:

Portage Lake District Library
ATTN: Susan Autio
58 Huron Street
Houghton, MI 49931

sautio@pdl.org