



**SKILLS AND QUALIFICATIONS**

Circle computer applications/software with which you have experience:

Email/Internet

Microsoft Word

Microsoft Excel

List others: \_\_\_\_\_

Summarize any training, skills, licenses and/or certificates and interests that may qualify you as being able to perform job-related functions in the position for which you are applying: \_\_\_\_\_

**BUSINESS REFERENCES:** Work, volunteer, and school related references are preferred.

Name	Address	Phone Number	Relationship

Excluding minor traffic violations, have you ever been convicted of a felony or misdemeanor?  Yes  No

If yes, please provide dates and details: \_\_\_\_\_

A prior conviction does not constitute an automatic bar to employment. Factors such as date of the offense, nature and seriousness of the conviction and relation to the position for which you have applied will be taken into account.

**EMPLOYMENT HISTORY**

Start with your current or most recent job, including military duty. Include full-time, part-time, summer and temporary employment. Additional employment history may be attached.

Employer Name \_\_\_\_\_ Start Date \_\_\_/\_\_\_/\_\_\_ End Date \_\_\_/\_\_\_/\_\_\_

Address \_\_\_\_\_  
Street City State Zip Code

Position Title \_\_\_\_\_ Compensation \_\_\_\_\_

Summarize nature of work performed and job responsibilities \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

May we contact this employer?  Yes  No  Later

Immediate supervisor and title \_\_\_\_\_

Phone # \_\_\_\_\_

Employer Name \_\_\_\_\_ Start Date \_\_\_/\_\_\_/\_\_\_ End Date \_\_\_/\_\_\_/\_\_\_

Address \_\_\_\_\_  
Street City State Zip Code

Position Title \_\_\_\_\_ Compensation \_\_\_\_\_

Summarize nature of work performed and job responsibilities \_\_\_\_\_

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Phone # \_\_\_\_\_



I understand employment at Kalamazoo Public Library is conditional upon review of my criminal conviction records. I authorize Kalamazoo Public Library to request and obtain from any criminal justice agency, an investigation and report to determine my prior criminal conviction(s), if any.

I understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete the Employment Eligibility Verification Form I-9.

If I am hired, I also understand that I have an obligation to bring any claim, suit or demand by whichever of the following deadlines is earlier: (1) the applicable statute of limitations; or (2) 182 calendar days of the event precipitating the claim, suit or demand occurred. Any time limit to the contrary is waived.

I certify that I have read, fully understand and accept all terms of the Applicant Statement.

Signature\* \_\_\_\_\_ Date \_\_\_\_\_

\*You may enter a digital signature below which will be binding as your actual signature.

Completed applications may be submitted by mail, fax, email ([jobs@kpl.gov](mailto:jobs@kpl.gov)) or in person at:

Kalamazoo Public Library  
Human Resources – 3<sup>rd</sup> Floor  
315 S. Rose Street  
Kalamazoo, MI 49007  
Fax: (269) 553-7999  
Monday – Friday 9 am – 5 pm

Thank you for your interest in employment at Kalamazoo Public Library.