

WORK HISTORY Start with your most recent position and work back. In the space below, give your complete record of employment. You must completely fill out this section even if attaching a resume. Describe in detail the work you performed. (If you need more room to complete your prior work history, use additional sheets of paper.)

Dates of employment	State your exact title, then describe your duties	Employer Name, Address & Phone Number	Name of Supervisor & Title	Reason for Leaving
From mo/yr: To mo/yr:				
From mo/yr: To mo/yr:				
From mo/yr: To mo/yr:				
From mo/yr: To mo/yr:				

MILITARY SERVICE RECORD Have you ever served in the U.S. Armed Forces? Yes No
List duties in the Service, including special training that is relevant to the position for which you have applied: _____

COMPUTER SKILLS

Please list any computer or technology skills you have (e.g. Microsoft Office, AV equipment, mobile devices, Google Drive): _____

JOB SKILLS

Please list experiences, skills, or abilities that you feel especially qualify you for this position (refer to position description if necessary).

PROFESSIONAL REFERENCES

Name and Occupation	Dates Known	Address	Telephone Number

I certify that the facts set forth in this Application of Employment, in my resume and in the other materials I have submitted are true and complete.

Signature: _____ **Date:** _____

RETURN TO: *If you are applying for a posted position, follow instructions for sending in your application.

Otherwise, return to:

Ferndale Area District Library, 222 E. Nine Mile Road, Ferndale, MI 48220
ATTN: Jenny Marr, Director

Fax: 248-545-5840 E-mail: jmarr@ferndalepubliclibrary.org

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