PATCHOGUE-MEDFORD LIBRARY APPLICATION FOR EMPLOYMENT

What type of position are you looking for?  ☐ Full Time  ☐ Part Time  ☐ Either  ☐ Page  ☐ Clerk  ☐ Librarian  ☐ Custodian  ☐ Security  ☐ Other

Name

Address

Telephone ___________________________ Date of Birth (if under 18) ______________

Have you ever worked for the Library before?  ☐ Yes  ☐ No  If yes, dates and department ________________________________

Are you a relative of any staff or Board member?  ☐ Yes  ☐ No  If yes, state name ________________________________

Have you ever been convicted of a crime (excluding misdemeanors and traffic violations)?  ☐ Yes  ☐ No

If yes, please explain __________________________________________________________

Are you legally able to be employed in the U.S.?  ☐ Yes  ☐ No

AVAILABILITY

<table>
<thead>
<tr>
<th></th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
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</thead>
<tbody>
<tr>
<td>Start Time</td>
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<tr>
<td>End Time</td>
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EDUCATION

<table>
<thead>
<tr>
<th>High School</th>
<th>Name and Location of School</th>
<th>Diplomas/Degrees or Subjects Studied</th>
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<tbody>
<tr>
<td>Now Enrolled</td>
<td>☐ Yes  ☐ No</td>
<td></td>
</tr>
<tr>
<td>Graduated</td>
<td>☐ Yes  ☐ No</td>
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<table>
<thead>
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<th>College</th>
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<th>Diplomas/Degrees or Subjects Studied</th>
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<tbody>
<tr>
<td>Now Enrolled</td>
<td>☐ Yes  ☐ No</td>
<td></td>
</tr>
<tr>
<td>Graduated</td>
<td>☐ Yes  ☐ No</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Other School</th>
<th>Name and Location of School</th>
<th>Diplomas/Degrees or Subjects Studied</th>
</tr>
</thead>
<tbody>
<tr>
<td>Now Enrolled</td>
<td>☐ Yes  ☐ No</td>
<td></td>
</tr>
<tr>
<td>Graduated</td>
<td>☐ Yes  ☐ No</td>
<td></td>
</tr>
</tbody>
</table>

WORK EXPERIENCE (Most recent position first)

1. Employer Name and Address __________________________________________________________

__________________________________________________________

Job Duties

Employed from ______ to ______ Reason for leaving ______________________________________

Immediate Supervisor ________________________________ Telephone or email ___________________
2. Employer Name and Address ________________________________________________

Job Duties ____________________________________________________________________

Employed from ___________ to ___________ Reason for leaving ____________________________________________

Immediate Supervisor __________________________ Telephone or email ________________________________

VOLUNTEER EXPERIENCE

1. Organization ________________________________________________________________________

Duties __________________________ Length of service ____________________

2. Organization ________________________________________________________________________

Duties __________________________ Length of service ____________________

SKILLS

Do you speak any other languages besides English? ☐ Yes ☐ No

If yes, please list ________________________________________________________________

Do you use a computer? ☐ Yes ☐ No

If yes, please list any programs you are familiar with ________________________________

List any other office or audio visual equipment you have had experience with

__________________________________________________________

Extracurricular activities/hobbies ______________________________________________________

REFERENCES (Please list two references, such as previous employers, teachers, etc., who can comment on your qualifications. DO NOT list relatives or personal friends.)

Name __________________________________________ Occupation _________________________

Telephone# __________________ email ________________________________

Name __________________________________________ Occupation _________________________

Telephone# __________________ email ________________________________

I certify that the information contained on this application is correct to the best of my knowledge, and understand that any omission or erroneous information may be grounds for dismissal in accordance with the policy of the Patchogue-Medford Library and the Suffolk County Civil Service Commission. The Patchogue-Medford Library does not discriminate based upon race, color, sex, religion, national origin, ancestry, age, disability or marital status. The Patchogue-Medford Library is an equal opportunity employer.

_________________________________ Date

Signature of Applicant

Applications are kept on file for one year.