

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

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Start Time							
End Time							

EDUCATION

	Name and Location of School	Diplomas/Degrees or Subjects Studied
High School Now Enrolled <input type="checkbox"/> Yes <input type="checkbox"/> No Graduated <input type="checkbox"/> Yes <input type="checkbox"/> No		
College Now Enrolled <input type="checkbox"/> Yes <input type="checkbox"/> No Graduated <input type="checkbox"/> Yes <input type="checkbox"/> No		
Other School Now Enrolled <input type="checkbox"/> Yes <input type="checkbox"/> No Graduated <input type="checkbox"/> Yes <input type="checkbox"/> No		

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.

Signature of Applicant

Date

Applications are kept on file for one year.