

APPLICATION FOR EMPLOYMENT

Longwood Public Library

800 Middle Country Road
Middle Island, NY 11953

Thank you for your interest in working at the Longwood Public Library. Your completed application will be kept on file for two years and considered for any position for which you are eligible that becomes available during that time.

Library Page: Page duties include shelving library materials, maintaining the collection, assisting patrons with computer use and other duties as needed. Please note that Page positions are part-time and year-round. There are no full-time or seasonal Page positions. Applications will be accepted from district residents who are age 14 and older.

Library Clerk: Duties vary by department. Clerks are hired in our Circulation, Adult Services, Children's Services, Computer Services and Technical Services Department. A high school diploma or equivalent is required.

Computer Technician: Duties include monitoring and troubleshooting of computer equipment and printers, updating, upgrading and repairing of computer equipment, assisting in setting up new computer equipment and software and providing technical support for both staff and public computers and performing other functions as required.

Custodian: Responsible for cleaning, maintenance and security in the building. Custodial work includes, but is not limited to: sweeping, dusting, cleaning glass, mopping floors, polishing wood, taking out trash, setting up and breaking down tables and chairs, receiving deliveries, moving boxes, making minor repairs, preparing the building for opening and securing the building after closing. A high school diploma or equivalent is required.

Librarian: Duties vary by department. They include, but are not limited to: providing reference and research assistance to patrons and assisting them with computer use, ordering books and planning library programs. Enrollment in an accredited MLS Program or completed MLS is required. Librarian candidates must attach a resume to this application.

LONGWOOD PUBLIC LIBRARY

800 Middle Country Road, Middle Island, NY 11953
631-924-6400

Application for Employment

Employment Desired

Position _____

Date _____

Personal Information

Name _____
(Last) (First) (Middle)

Address _____

City, State, Zip Code _____ Phone: _____

Education

Name and Location

Degree or No. of Years Completed

High School

Now enrolled Yes No

Graduated Yes No

College

Now enrolled Yes No

Graduated Yes No

Graduate School

Now enrolled Yes No

Graduated Yes No

Available Date _____ Salary Desired _____

Are you employed now? _____ If so may we inquire of your present employer? _____

Computer software knowledge _____

Are you a Veteran? _____ Are you a volunteer fireman? _____

Have you ever been convicted of a criminal offense? _____

If yes, explain the offense and final disposition _____

HOURS AVAILABLE FULL TIME: _____ PART TIME: _____ Total Hours Available per week: _____

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
FROM							
TO							

FORMER EMPLOYERS: LIST BELOW LAST THREE EMPLOYERS WITHIN THE PAST TEN YEARS, STARTING WITH THE LAST ONE FIRST.

DATE MONTH & YEAR	NAME AND ADDRESS OF EMPLOYER	
FROM _____ TO _____	Contact: _____	POSITION SALARY REASON FOR LEAVING
FROM _____ TO _____	Contact: _____	POSITION SALARY REASON FOR LEAVING
FROM _____ TO _____	Contact: _____	POSITION SALARY REASON FOR LEAVING

EMPLOYMENT AND PERSONAL REFERENCES

NAME	YEARS KNOWN
ADDRESS CITY, STATE, ZIP CODE	TELEPHONE: HOME BUSINESS

NAME	YEARS KNOWN
ADDRESS CITY, STATE, ZIP CODE	TELEPHONE: HOME BUSINESS

NAME	YEARS KNOWN
ADDRESS CITY, STATE, ZIP CODE	TELEPHONE: HOME BUSINESS

IN CASE OF EMERGENCY NOTIFY: _____
Name
Address
Phone Number

IN SUBMITTING THIS APPLICATION FOR EMPLOYMENT, I UNDERSTAND THAT AN INVESTIGATION MAY BE MADE WHEREBY INFORMATION IS OBTAINED REGARDING MY CHARACTER, PREVIOUS EMPLOYMENT, GENERAL REPUTATION, EDUCATIONAL BACKGROUND, AND CRIMINAL HISTORY. I AUTHORIZE ANYONE POSSESSING THIS INFORMATION TO FURNISH IT TO LONGWOOD PUBLIC LIBRARY AND/OR A 3RD PARTY COMPANY UPON REQUEST AND I RELEASE ANYONE SO AUTHORIZED, LONGWOOD PUBLIC LIBRARY, AND ANY 3RD PARTY COMPANY FROM ALL LIABILITY AND DAMAGES WHATSOEVER IN FURNISHING, OBTAINING OR USING SAID INFORMATION.

IN THE EVENT OF EMPLOYMENT, I UNDERSTAND THAT FALSE OR MISLEADING INFORMATION GIVEN IN MY APPLICATION OR INTERVIEW(S) MAY RESULT IN IMMEDIATE DISMISSAL. I UNDERSTAND, ALSO, THAT I AM REQUIRED TO ABIDE BY ALL RULES AND REGULATIONS OF LONGWOOD PUBLIC LIBRARY. I UNDERSTAND AND AGREE THAT IF EMPLOYED, THE EMPLOYMENT WILL BE "AT WILL" UNTIL/ UNLESS SUPERSEDED BY NYS LAW. I UNDERSTAND THAT RECEIPT OF THIS APPLICATION BY LONGWOOD PUBLIC LIBRARY DOES NOT IMPLY EMPLOYMENT AND THAT THIS APPLICATION AND/OR ANY OTHER LONGWOOD PUBLIC LIBRARY DOCUMENTS ARE NOT CONTRACTS OF EMPLOYMENT.

SIGNATURE _____ DATE _____

INTERVIEWED BY: _____ DATE: _____

REMARKS _____