

APPLICATION FOR EMPLOYMENT

Longwood Public Library

800 Middle Country Road

Middle Island, NY 11953

longwoodlibrary.org

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. Please keep this sheet for your information and return the application to the library.

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 Departments.
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
Employment Application

800 Middle Country Road
Middle Island, NY 11953
(631) 924-6400
longwoodlibrary.org

Position applying for	Today's Date
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APPLICANT INFORMATION

Last name	First name	M.I.
Street address		
City	State	ZIP
Phone	E-mail address	
Date available	Desired salary	Are you employed now?
Are you a veteran?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Are you a volunteer firefighter? YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever been convicted of a criminal offense?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes, explain offense & final disposition
Do you speak any languages in addition to English?	If so, please list	
Computer software skills		
Emergency contact (name, phone, address)		

EDUCATION

High School	Address	
Now enrolled?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/> Degree
College	Address	
Now enrolled?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/> Degree
Graduate School	Address	
Now enrolled?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/> Degree

HOURS OF AVAILABILITY

Full time	YES <input type="checkbox"/> NO <input type="checkbox"/>	Part time	YES <input type="checkbox"/> NO <input type="checkbox"/>	Total available hours per week			
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
From							
To							

Please note that the library is open Monday-Friday 9:30-9:00, Saturday 9:30-5:00 and Sunday (Sept.-June) 1:00-5:00

FOR OFFICE USE ONLY

Interviewed by	Date
Remarks	

REFERENCES

Please list three professional references

Full name		Relationship	
Company		Phone	
Address			
Full name		Relationship	
Company		Phone	
Address			
Full name		Relationship	
Company		Phone	
Address			

CURRENT/PREVIOUS EMPLOYMENT

Please list your last three employers, starting with the most recent

Company			Phone	
Address			Supervisor/Contact	
Job title			Salary	\$
From	To	Reason for leaving		
Company			Phone	
Address			Supervisor/Contact	
Job title			Salary	\$
From	To	Reason for leaving		
Company			Phone	
Address			Supervisor/Contact	
Job title			Salary	\$
From	To	Reason for leaving		

DISCLAIMER AND SIGNATURE

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

This form complies with state and federal fair employment laws prohibiting discrimination on the basis of an applicant's sex or minority status. Questions directly or indirectly reflecting such status have been included only where needed to determine a bona fide occupational qualification or for other permissible purposes.