



800 Middle Country Road  
Middle Island, NY 11953  
longwoodlibrary.org

## EMPLOYMENT APPLICATION

The library is a governmental institution that participates in Suffolk County Civil Service. Full-time candidates for library employment are selected from Civil Service lists.

Candidates for part-time employment (fewer than 17.5 hours per week as per Civil Service law) are welcome to fill out the attached employment application and deliver it to the Circulation Desk or mail it in. Completed applications are kept on file for one year and candidates will be considered for any open position for which they are eligible. Incomplete applications will be disregarded.

Part-time positions include the following:

**Library Page:** Page duties include shelving library materials, maintaining the collection, assisting in library programs and other duties as needed. All 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 16 or older.

**Library Clerk:** Duties vary by department. Clerks are hired in our Circulation, Adult Services, Children's Services, Teen Services, Administration, Computer Services and Technical Services Departments. A high school diploma or equivalent is required; clerk candidates must be district residents.

**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. College coursework and/or relevant work experience is required.

**Custodian:** Responsible for cleaning and maintenance 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.

**Guard:** Duties include monitoring the premises for disturbances or suspicious circumstances and working with the Librarian in Charge to maintain order in the building. A high school diploma and a valid NYS security license are 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 degree is required. A NYS Public Librarian Certificate is required for those who have completed their MLS degree. Librarian candidates must attach a resume to their application.



*Thank you for your interest in working at Longwood Public Library. Please keep this sheet for your information and return the application to the library's Circulation Desk.*

**LONGWOOD PUBLIC LIBRARY**  
Employment Application

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

**Unless otherwise noted, all sections are required. Applications that are incomplete will be disregarded.**

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"/>
Do you speak any languages in addition to English?	If so, please list				
Computer software skills					
Emergency contact (name, phone, address)					

**EDUCATION**

High School		Town/State			
Now enrolled?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<b>Please note: If hired, candidates who are currently enrolled in high school will need to provide an AT-19 form (green working papers)</b>					
College		Town/State			
Now enrolled?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Graduate School		Town/State			
Now enrolled?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

**HOURS OF AVAILABILITY**

	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			

**CURRENT/PREVIOUS EMPLOYMENT**

Please list your last three employers, starting with the most recent. If you have never been employed, enter "n/a."

<b>Company</b>	Phone
Address	Supervisor/Contact
Job title	Dates employed
Reason for leaving	

<b>Company</b>	Phone
Address	Supervisor/Contact
Job title	Dates employed
Reason for leaving	

<b>Company</b>	Phone
Address	Supervisor/Contact
Job title	Dates employed
Reason for leaving	

**REFERENCES**

Please list three references (no family). Required even if you have no current/previous employment.

<b>Full name</b>	Relationship
Company	Phone
Address	
<b>Full name</b>	Relationship
Company	Phone
Address	
<b>Full name</b>	Relationship
Company	Phone
Address	

**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
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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.