

MIDDLE COUNTRY PUBLIC LIBRARY Application for Employment (Please print in ink or type)

1. Are you 18 years of age or older? _____
2. Please state names of any relatives employed by us. (note relationship)

3. Please state names of any friends employed by us.

4. Are you able to work evenings, Saturdays, or Sundays? _____
5. Are you able to work at both Centereach and Selden locations? _____
6. Except for adjudications as youthful offender, wayward minor or juvenile delinquent, have you ever been convicted of any crime?

YES

NO

A conviction is not an automatic bar to employment. Each case is considered on its individual merits. Background investigations may be conducted on all candidates considered for employment. A false statement may result in the disqualification of your application in accordance with the provisions of Section 50 of the Civil Service Law. You are advised, therefore, to list all such convictions.

7. Were you ever dismissed or discharged from any employment?

YES

NO

If yes, why?

Please print in Ink or Type

NAME _____

last

first

mi

PHONE# _____

ADDRESS _____

Home address (number and street)

town

state

zip

POSITION DESIRED Full time

Part time

Professional

Clerical

Custodial

Page

Guard

For Office Use Only

We are an Equal Opportunity Employer and do not discriminate in employment or applications for employment on the basis of race, creed, color, gender, religion or religious beliefs, disability national origin, sexual identity or orientation, genetic information, age, veteran or military status or citizenship of any other category protected by law.

Applications are kept on file for one year from date of submission.

Please complete back of application.

EDUCATION

Name of School and Location	Highest Level Completed	Type of Course and Diploma
High School	For high school students: What grade are you presently in? If applying in the summer, what grade will you enter in the fall?	
College		
Other		

WORK EXPERIENCE (All employers will be asked to verify employment)

Firm Name and Address	Dates of Employment	Title, Duties	Reason for Leaving
Present Position			
Previous Position			
Previous Position			

NOTE: Applicants for professional positions please attach resume.

References (Employers, teachers, etc., not personal friends)

Name/Phone	Address	How long has this individual known you and in what capacity?
1.		
2.		
3.		

I understand that the employer follows an employment-at-will policy, in that I or the employer may terminate my employment at any time, or for any reason consistent with applicable state or federal law. I understand that this application is not a contract of employment. I understand that to be employed I must be lawfully authorized to work in the United States, and I must show the employer documents that will prove this.

I hereby authorize the Middle Country Public Library to contact any persons necessary to obtain any and all information related to my past work performance. I affirm that the answers I have given on this application for employment are true, complete and correct to the best of my knowledge. I understand that false information will be considered grounds for immediate dismissal, if I should be employed by the library.

Signature _____ Date _____

Supervisor's Initials _____

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Date interviewed _____ Interviewed by (1) _____ (2) _____

Work Experience Verified ____ References Verified ____ Consider for Employment ____

Department _____ Position _____ Supervisor _____

Hold for Consideration _____

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Approved for Hiring:

Supervisor _____ Date _____

Director/Assistant Director _____ Date _____