

# South Huntington Public Library APPLICATION FOR EMPLOYMENT

## PERSONAL INFORMATION

				Date _____	
Name _____					
Last	First	Middle	Maiden		
Present address _____					
Number	Street	City	State	Zip	
How long have you resided at this address? _____					
Telephone ( _____ ) _____			If under 18, please list age _____		
e-mail _____					

## EMPLOYMENT DESIRED

Position(s) applied for _____	Days/hours available to work: _____
Salary desired _____	
How many hours can you work weekly? _____	Can you work evenings? _____
Can you work Saturdays? _____	Can you work Sundays? _____
Employment desired <input type="checkbox"/> FULL-TIME ONLY <input type="checkbox"/> PART-TIME ONLY <input type="checkbox"/> FULL- OR PART-TIME	
When are you available to start work? _____	

## EDUCATION

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION	YEARS COMPLETED	MAJOR & DEGREE
High School				
College(s)				
Business or Trade School				
Professional or Graduate School				

## WORK EXPERIENCE

Please list your work experience for the past five years beginning with your most recent job held. If you were self-employed, give firm name. Attach additional sheets if necessary.

<b>Name of Employer</b> <b>Address</b> <b>City, State, Zip</b> <b>Phone number</b>	<b>Name of last supervisor</b>	<b>Employment dates</b>	<b>Pay or salary</b>
		<b>From</b> <b>To</b>	<b>Start</b> <b>Final</b>
	<b>Your last job title</b>		
<b>Reason for leaving (be specific)</b>			
<b>List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.</b>			

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WORK EXPERIENCE (Continued)

<b>Name of Employer</b> <b>Address</b> <b>City, State, Zip</b> <b>Phone number</b>	<b>Name of last supervisor</b>	<b>Employment dates</b>	<b>Pay or salary</b>
		<b>From</b> <b>To</b>	<b>Start</b> <b>Final</b>
	<b>Your last job title</b>		
<b>Reason for leaving (be specific)</b>			
<b>List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.</b>			

Are you currently employed?  Yes  No  
 May we contact your present employer?  Yes  No

If hired, can you provide proof of U.S. citizenship  
 or proof of your legal right to work in this country?  Yes  No  
 Have you ever been employed by the South Huntington Public Library?  Yes  No  
 If yes, when? \_\_\_\_\_

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If hired, would you have a reliable means of transportation to and from work?  Yes  No  
 Are you able to perform the essential functions and duties of the job for which you are  
 applying?  Yes  No  
 If not, please describe the functions or duties you are unable to perform. \_\_\_\_\_

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## REFERENCES

Please list below three persons not related to you who have knowledge of your work performance and/or personal qualifications within the last 5 years.

<b>Name</b>		<b>Occupation</b>
<b>Company name</b>	<b>Address</b>	
<b>Telephone</b>	<b>E-mail</b>	<b>Years acquainted</b>

<b>Name</b>		<b>Occupation</b>
<b>Company name</b>	<b>Address</b>	
<b>Telephone</b>	<b>E-mail</b>	<b>Years acquainted</b>

<b>Name</b>		<b>Occupation</b>
<b>Company name</b>	<b>Address</b>	
<b>Telephone</b>	<b>E-mail</b>	<b>Years acquainted</b>

<b>Name</b>		<b>Occupation</b>
<b>Company name</b>	<b>Address</b>	
<b>Telephone</b>	<b>E-mail</b>	<b>Years acquainted</b>

# APPLICATION FORM WAIVER

**Please read each paragraph closely, initial each, and sign below.**

Initial here:	I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or any other document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.
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Initial here:	In the event I receive an offer of employment I acknowledge that such offer is contingent upon the Library's review and approval of my references, work records, education, driving record, if relevant to the offered job, criminal convictions that have a direct relationship to the offense and functions of the job that is offered, and other matters related to my suitability for employment. I therefore hereby authorize South Huntington Public Library to thoroughly investigate my references, work records, education, driving record, if relevant to the offered job, criminal convictions that have a direct relationship to the offense and functions of the job that is offered, and other matters related to my suitability for employment. I further authorize the employers, schools and other references I have listed to disclose to South Huntington Public Library any and all documents, transcripts, letters, reports and other information related to these references, without giving me prior notice of such disclosure. I hereby release South Huntington Public Library, my former employers, and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosures. I, further, agree to sign any additional consents or authorizations needed to obtain all records and information necessary for the Library to complete the above review.
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Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

South Huntington Public Library is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, gender, sexual orientation, national origin, citizenship, age, or disability. We assure you that your opportunity for employment with South Huntington Public Library depends solely on your qualifications.

**Thank you for completing this application form and for your interest in the library.**