

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

**EDUCATION**

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

<b>CURRENT/PREVIOUS EMPLOYMENT</b>			
Please list your last three employers, starting with the most recent			
Company		Phone	
Address		Supervisor/Contact	
Job title		Dates employed	
Reason for leaving			
Company		Phone	
Address		Supervisor/Contact	
Job title		Dates employed	
Reason for leaving			
Company		Phone	
Address		Supervisor/Contact	
Job title		Dates employed	
Reason for leaving			
<b>REFERENCES</b>			
Please list three professional references (no family)			
Full name			Relationship
Company			Phone
Address			
Full name			Relationship
Company			Phone
Address			
Full name			Relationship
Company			Phone
Address			

<b>DISCLAIMER AND SIGNATURE</b>			
<p>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.</p> <p>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.</p>			
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.

Revised 8/2020

-complete both sides-