



LIVERPOOL PUBLIC LIBRARY APPLICATION FOR EMPLOYMENT

Mail or Deliver to: Office of Human Resources
Liverpool Public Library
310 Tulip Street
Liverpool, NY 13088

TYPE OR PRINT CLEARLY IN INK

First Name: _____ Middle: _____

Last Name: _____

Street Address: _____

City, State, Zip Code: _____

Email Address: _____

Phone Number (include area code): Home _____ Cell _____ Work _____

POSITION/AVAILABILITY

Position Applying For: _____

Days/Hours Available:

No Pref _____	Thurs _____
Mon _____	Fri _____
Tues _____	Sat _____
Wed _____	Sun _____

How many hours can you work weekly? _____

Employment desired: ___ Full-Time Only ___ Part-Time Only ___ Full or Part-Time ___ Substitute

If hired, on what date can you start working? _____

EDUCATION

Name and Address of School • Number of Years Completed • Degree/Diploma

HAVE YOU EVER BEEN CONVICTED OF A CRIME? ___ Yes ___ No

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation.



EMPLOYMENT HISTORY – (attach additional sheet if necessary)

Present or Last Position

Employer: _____

Address: _____

Supervisor: _____

Phone: _____ Email: _____

Position Title: _____ From: _____ To: _____

Responsibilities: _____

Salary: _____ Reason for Leaving: _____

Previous Position

Employer: _____

Address: _____

Supervisor: _____

Phone: _____ Email: _____

Position Title: _____ From: _____ To: _____

Responsibilities: _____

Salary: _____ Reason for Leaving: _____

Please list two references other than relatives:

Name: _____

Address: _____

Phone Number (include area code): Home/Cell _____ Email _____

Name: _____

Address: _____

Phone Number (include area code): Home/Cell _____ Email _____

I certify that all answers to the questions on this application are true and I agree and understand any misstatements of facts or omissions herein will cause forfeiture of any employment with Liverpool Public Library.

I hereby agree to allow inquiry and access to employment information and personal records from former employers and authorize my former employers to release such information to the Liverpool Public Library or its representative.

Applicant's Signature: _____ Date: _____

Personnel Department Use Only

Reviewer: _____ Date: _____

Approved Disapproved

Reason/Comments: _____

New York State prohibits discrimination because of race, creed, color, national origin, sex, age, disability, marital status, sexual orientation or arrest record. Liverpool Public Library is an Equal Opportunity employer.