



# 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 \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number (include area code): Home \_\_\_\_\_ Cell \_\_\_\_\_

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: \_\_\_\_\_

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**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.