



Sayville Library
 88 Greene Avenue
 Sayville, NY 11782
 (631)589-4440
 www.sayvillelibrary.org

STAFF USE ONLY	
Date Application Received _____	
	Staff Initials _____

Application for Part-Time Employment

Sayville Library provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Sayville Library complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms, compensation and training.

PLEASE PRINT	
Position(s) Applied For <input type="checkbox"/> Clerical <input type="checkbox"/> Guard <input type="checkbox"/> Custodial	Date of Application
How did you learn about us? <input type="checkbox"/> Advertisement <input type="checkbox"/> Friend/Relative <input type="checkbox"/> Social Media <input type="checkbox"/> Inquiry <input type="checkbox"/> Library Website <input type="checkbox"/> Other _____	

Last Name	First Name	Middle Initial
Street Address	City	State
		Zip Code
Telephone Number(s)	Email	

Have you ever filed an application with the Library before? <i>If yes, give date</i> _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been employed by the Library before? <i>If yes, give date</i> _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do any of your relatives work at the Library or serve on the Board of Trustees? <i>The Library has a Nepotism Policy which may prevent relatives of current employees or Trustees eligibility for employment.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you currently employed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
May the Library contact your present employer?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you prevented lawful employment in this country because of visa or immigration status? <i>Proof of citizenship or immigration status will be required upon employment</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you currently on "lay-off" status and subject to recall?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been convicted of a felony or misdemeanor?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Please indicate hours of availability:		Date available to start work ___/___/___
Monday _____	Tuesday _____	
Wednesday _____	Thursday _____	
Friday _____	Saturday _____	Sunday _____

Education	Name of school	Course of study	# of years completed	Diploma degree
High School				
Undergraduate				
Graduate/Professional				
Other (specify)				

Specialized Skills *Check skills and/or equipment.*

Microsoft Office Sierra ILS PC/MAC Other _____

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include job-related military service assignments and volunteer activities.

1.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
	Reason for leaving				
2.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
	Reason for leaving				
3.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
	Reason for leaving				

Additional qualifications or information you feel may be helpful to us in considering your application.

References Please list three references.

Name	Phone
Address	
Name	Phone
Address	
Name	Phone
Address	

Applicant's Statement

I understand that submission of application does not guarantee an interview and/or employment.

I certify that answers given herein are true and complete. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that a background check may be conducted.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all the rules, regulations and policies of the Sayville Library.

Signature of Applicant

Date

STAFF USE ONLY

Position(s) applied for is open Yes No

Position(s) considered for _____

Arrange for Interview Yes No

Interview Date _____ Interviewer _____

Remarks _____
