



East Islip Public Library
381 E. Main Street East Islip, NY 11730

Application for Employment

(Both sides of application must be completed)

TODAY'S DATE: ____ / ____ / ____

NAME: _____

STREET ADDRESS: _____

TOWN: _____ STATE: _____ ZIP: _____ TELEPHONE #: _____

EMAIL ADDRESS: _____

POSITION FOR WHICH YOU ARE APPLYING (i.e, Library Clerk, Custodian, Library Page)

TITLE: _____ DATE: _____

WORKING HOURS AVAILABLE:	MONDAY	FROM _____ TO _____
	TUESDAY	FROM _____ TO _____
	WEDNESDAY	FROM _____ TO _____
	THURSDAY	FROM _____ TO _____
	FRIDAY	FROM _____ TO _____
	SATURDAY	FROM _____ TO _____
	SUNDAY	FROM _____ TO _____

EDUCATION

School Name and City, State

Degree /Major

Have you graduated? (Y/N)

HIGH SCHOOL: _____

COLLEGE: _____

TRADE/OTHER SCHOOL: _____

WORK EXPERIENCE (Please list in reverse chronological order, i.e. last job first)

Name of Employer	Address and Phone Number	Position Held	Dates Employed	Reason for Leaving
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_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

REFERENCES (Indicate references that are not related to you)

Name	Phone Number	Occupation	Relationship
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(Continued)



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ADDITIONAL INFORMATION (List any specialized skills, honors, training, languages spoken other than English, etc.)

PERSONAL HISTORY

HAVE YOU EVER WORKED FOR THIS LIBRARY? ☐ YES ☐ NO

HAVE YOU EVER BEEN CONVICTED OF A CRIME (Excluding Minor Traffic Violations)?
☐ YES * ☐ NO

*If YES, state the offense, location, date, and disposition: _____

AFFIDAVIT

I certify that my responses on this application are true, correct, and void of any consequential omissions. I understand that if I am employed, any false or misleading statements indicated on this application or during the interview process are grounds for termination.

I hereby authorize the East Islip Public Library to contact any company and/or individual (including but limited to those listed on this application) it deems appropriate to investigate my employment history, character, and qualifications.

I claim that I meet the qualifications, and am willing and able to perform the functions, of the position for which I am applying as presented in the job notice.

I understand that prior to employment, I must be able to show proof of citizenship or verification of employment eligibility as required by the Immigration Reform and Control Act (IRCA) and will be required to provide proper working papers if under eighteen years of age.

Applicant Signature

Date

FOR LIBRARY USE ONLY

DO NOT WRITE BELOW THIS LINE

Interviewer Comments:

Interview Date: _____ Interviewer: _____