

Locust Valley Library
Application for Employment

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age or marital status, the presence of a non-job related handicap, or any other legally protected status.

(PLEASE PRINT)

Position Applied for: _____		Date: _____
Last Name: _____	First Name: _____	Middle Name: _____
Street: _____	City: _____	State: _____ Zip: _____
Phone Num: _____	Email: _____	

If you are under 18 years of age, can you provide required proof of your eligibility to work?

___ Yes

___ No

May we contact your present employer?

___ Yes

___ No

Are you prevented from lawfully becoming employed in this Country because of Visa or Immigration Status?

___ Yes

___ No

(Proof of citizenship or immigration status will be required upon employment)

On what date would you be available for work? _____

Have you ever been convicted of a misdemeanor or felony?

___ Yes

___ No

(Conviction will not necessarily disqualify an applicant from employment)

If yes, please explain: _____

Indicate any foreign languages you can speak, read and/or write.

	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

REFERENCES

Give name, address and telephone number of 3 references who are not related to you and are not previous employers.

1. _____

2. _____

3. _____

EMPLOYMENT EXPERIENCE

Employer: _____

Phone Number: _____

Address: _____

Job Title: _____

Dates Employed: From: _____ To: _____

Supervisor: _____

Reason for Leaving: _____

Work Performed: _____

Employer: _____

Phone Number: _____

Address: _____

Job Title: _____

Dates Employed: From: _____ To: _____

Supervisor: _____

Reason for Leaving: _____

Work Performed: _____

Employer: _____

Phone Number: _____

Address: _____

Job Title: _____

Dates Employed: From: _____ To: _____

Supervisor: _____

Reason for Leaving: _____

Work Performed: _____

Education

	High School	Undergraduate College	Graduate/Professional
School Name & Location			
Years Completed Diploma/Degree	9 10 11 12	1 2 3 4	1 2 3 4
Course of Study			

Describe any specialized training/skills: _____

Additional information you feel may be helpful to us in considering your application:

I certify that the above information is true and correct, and understand that providing false information on this application may result in my application not being considered. Additionally, if it is determined after I begin with the Library that any information was false, I may be terminated.

Signature

Date