



Employment Application

Position desired: <input type="checkbox"/> Page <input type="checkbox"/> Clerk <input type="checkbox"/> Librarian <input type="checkbox"/> Other _____
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PLEASE PRINT CLEARLY

Today's Date: ____/____/____

Name: _____
First Middle Initial Last Name

Address: _____
Street and P.O. Box Town State Zip

Telephone: ____-____-____ Cell: ____-____-____ Email: _____

Applying for: full time part time Days/hours available: _____

Salary requirement: _____ Date available to begin work: _____

If hired, are you able to provide documentation of identity and eligibility to work in the United States? yes no

Are you 18 years of age or older? yes no

In the event of emergency, notify: _____ Telephone: _____
Address _____

Have you ever been employed by the Riverhead Free Library before? yes no
If yes, when and in what position? _____

Are any of your relatives currently employed by the Riverhead Free Library? yes no
If yes, please list name and relationship _____

Have you ever been known by a name other than that listed above? _____

How were you referred to the Riverhead Free Library? (check one)
 voluntary employment office library employee want ad
 private employment agency other _____

List all current licenses/certifications and any other training, skills, aptitudes and qualifications relevant to the position for which you are applying, including computer abilities: _____

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List all educational institutions you have attended:

<i>Name of School</i>	<i>Town/State</i>	<i>Dates Attended</i>	<i>Degree/Diploma</i>
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List all current and previous employment, starting with the most recent:

<i>Name of Employer</i>	<i>Town/State</i>	<i>Telephone</i>	<i>Supervisor's Name</i>	<i>Position</i>	<i>Dates Employed</i>
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List three additional references:

Include only individuals familiar with your work ability. Do not include relatives or names of supervisors listed above.

<i>Name</i>	<i>Address</i>	<i>Telephone</i>	<i>Relationship to You</i>
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Applicant Note

This application form is intended for use in evaluating your qualifications for employment. This is not an employment contract. Please answer all appropriate questions completely and accurately. False or misleading statements during the interview and on this form are grounds for terminating the application process or, if discovered after employment, terminating employment. All qualified applicants will receive consideration without discrimination. The Riverhead Free Library is an equal opportunity employer. Additional testing of job-related skills and for the presence of drugs in your body may be required prior to employment. After an offer of employment, and prior to reporting to work, you may be required to submit to a medical review. Depending on Library policy and the needs of the job, you may be required to complete a medical history form and may be required to be examined by a medical professional designated by the Library.

Certification and Release

I certify that I have read and I understand the applicant note on this form and that the answers given by me on this application are complete and true to the best of my knowledge and belief. I understand that any false information, omissions or misrepresentations of facts called for in this application, whether on this document or not, may result in rejection of my application or discharge at any time during my employment. I authorize the Riverhead Free Library and/or its agents, including consumer reporting bureaus, to verify any of this information. I release all former employers, persons, schools, companies and law enforcement authorities from any liability for any damage whatsoever for issuing this information.

Signature	Date
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