

Middle Country Public Library Employment Application



**Middle Country
Public Library**

101 Eastwood Blvd.
Centereach, NY 11720
631-585-9393
www.mcplibrary.org

APPLICANT INFORMATION

Last Name First Name M.I.

Street Address:

City: State: Zip Code:

Email: Phone:

Please state the names of any relatives or friends employed by us:

Are you 18 years of age or over? YES Are you able to work at both Centereach & Selden locations? YES

POSITION APPLYING FOR:

Librarian* Clerical Page Cafe Worker IT Support* Custodial Guard

** For Librarian and IT Support positions, please include resume with your application*

EDUCATIONAL BACKGROUND

High School Town/State

Now enrolled? YES NO Did you graduate? YES NO

College Town/State

Now enrolled? YES NO Did you graduate? YES NO Degree

Other Town/State

Now enrolled? YES NO Did you graduate? YES NO Degree

Except for adjudications as youthful offender, wayward minor or juvenile delinquent, have you been convicted of any crime? YES NO

A conviction is not an automatic bar to employment. Each case is considered on its individual merits. Background investigations may be conducted on all candidates considered for employment. A false statement may result in the disqualification of you application in accordance with the provisions of Section 50 of the Civil Service law. You are advised, therefore, to list all such convictions below.

Were you ever dismissed or discharged from any employment? If yes, why? YES NO

WORK AVAILABILITY

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
FROM	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
TO	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

We are an Equal Opportunity Employer and do not discriminate in employment of applications for employment on the basis of race, creed, color, gender, religion or religious beliefs, disability, national origin, sexual identity or orientation, genetic information, age, veteran or military status or citizenship of any other category protected by law.

Applications are kept on file for one year from date of submission.

PLEASE COMPLETE BACK OF APPLICATION

CURRENT/PREVIOUS EMPLOYMENT

Please list your last three employers, starting with the most recent. If you have never been employed, enter "n/a"

Company	<input type="text"/>	Phone	<input type="text"/>
Address	<input type="text"/>	Supervisor/ Contact	<input type="text"/>
Job Title	<input type="text"/>	Dates Employed	<input type="text"/>
Reason for Leaving	<input type="text"/>		

Company	<input type="text"/>	Phone	<input type="text"/>
Address	<input type="text"/>	Supervisor/ Contact	<input type="text"/>
Job Title	<input type="text"/>	Dates Employed	<input type="text"/>
Reason for Leaving	<input type="text"/>		

Company	<input type="text"/>	Phone	<input type="text"/>
Address	<input type="text"/>	Supervisor/ Contact	<input type="text"/>
Job Title	<input type="text"/>	Dates Employed	<input type="text"/>
Reason for Leaving	<input type="text"/>		

REFERENCES

Please list three references (not family or friends). Required even if you have no current/previous employment.

Full Name	<input type="text"/>	Phone	<input type="text"/>
Company	<input type="text"/>	Relationship	<input type="text"/>
E-mail Address	<input type="text"/>	How long has this individual known you?	<input type="text"/>

Full Name	<input type="text"/>	Phone	<input type="text"/>
Company	<input type="text"/>	Relationship	<input type="text"/>
E-mail Address	<input type="text"/>	How long has this individual known you?	<input type="text"/>

Full Name	<input type="text"/>	Phone	<input type="text"/>
Company	<input type="text"/>	Relationship	<input type="text"/>
E-mail Address	<input type="text"/>	How long has this individual known you?	<input type="text"/>

DISCLAIMER AND SIGNATURE

I understand that the employer follows an employment-at-will policy, in that I or the employer may terminate my employment at any time, or for any reason consistent with applicable state or federal law. I understand that this application is not a contract of employment. I understand that to be employed I must be lawfully authorized to work in the United States, and I must show the employer documents that will prove this. I hereby authorize Middle Country Public Library to contact any persons necessary to obtain any and all information related to my past work performance. I affirm that the answers I have given on this application for employment are true, complete and correct to the best of my knowledge. I understand that false information will be considered grounds for immediate dismissal, if I should be employed by the library.

Signature	<input type="text"/>	Date	<input type="text"/>	Supervisor's Initials at Acceptance	<input type="text"/>
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