



Brentwood Public Library



34 Second Avenue, Brentwood, NY 11717 • (631) 273-7883 • brentwoodnylibrary.org

Application for Employment

(Brentwood Public Library Does Not Discriminate Against Any Applicant Because Of Race, Creed, Color, National Origin, Handicap, Sex, Age, Marital Status or Sexual Preference in Employment or Provision of Services)

APPLICANT INFORMATION							
Position Applied For:				Today's Date:			
Last Name:			First Name:			M.I.:	
Street Address:				Town:		State:	ZIP:
Cell Phone:		Home Phone:		E-mail:			
Are you a U.S. veteran? <input type="checkbox"/> Yes (If yes, please complete attached addendum) <input type="checkbox"/> No				Are you a volunteer firefighter? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Have you ever been convicted of a crime? <input type="checkbox"/> Yes <input type="checkbox"/> No				If yes, explain:			
Are you currently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No				Date available to start:			
Are you currently a student? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, where?		<input type="checkbox"/> Full-Time? or <input type="checkbox"/> Part-Time?			
AVAILABILITY							
Part-time Availability? <input type="checkbox"/> Yes <input type="checkbox"/> No		Full-time Availability? <input type="checkbox"/> Yes <input type="checkbox"/> No		Total hours available (weekly):			
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
From							
To							
EDUCATION / SKILLS							
Did you graduate from senior high school? <input type="checkbox"/> Yes <input type="checkbox"/> No				<input type="checkbox"/> Currently enrolled		What school?	
What year did you/will you graduate?				What is the highest grade completed?			
Did you receive a high school equivalency diploma? <input type="checkbox"/> Yes <input type="checkbox"/> No				If yes, from which issuing authority?			
Have you attended college? <input type="checkbox"/> Yes <input type="checkbox"/> No			Are you currently enrolled in college? <input type="checkbox"/> Yes <input type="checkbox"/> No				
What college?			What degree?		Degree completed?		
Have you attended a trade or vocational school? <input type="checkbox"/> Yes <input type="checkbox"/> No			Name of school?				
What certificate/skill did you earn?			What other skills did you want to list?				
Do you speak any languages in addition to English?			If yes, please list:				
EXPERIENCE / EMPLOYMENT HISTORY							
Company:					Phone:		
Address:					Supervisor:		
Starting Job Title:				Final Title:			
Responsibilities:							
From:		To:		Reason for Leaving:			
May we contact your previous supervisor for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No				Avg. # of hours worked per week:			

EXPERIENCE / EMPLOYMENT HISTORY continued

Company:		Phone:
Address:		Supervisor:
Starting Job Title:	Final Title:	
Responsibilities:		
From:	To:	Reason for Leaving:
May we contact your previous supervisor for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		Avg. # of hours worked per week:

Company:		Phone:
Address:		Supervisor:
Starting Job Title:	Final Title:	
Responsibilities:		
From:	To:	Reason for Leaving:
May we contact your previous supervisor for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		Avg. # of hours worked per week:

REFERENCES

Please list two professional references.

Full Name:		Relationship:	
Company:		Phone:	
Address:			

Full Name:		Relationship:	
Company:		Phone:	
Address:			

DECLARATION AND SIGNATURE

I declare, subject to the penalties of perjury, that the statements made in this application (including statements made in any accompanying papers) have been examined by me and to the best of my knowledge and belief are true and correct. I further request and authorize any former or present employer, military records center, police, parole and probation agencies, and former schools to provide to the Brentwood Public Library any and all information including, but not limited to, information as to my character, habits, work ability and/or education. In consideration of compliance with this request, I hereby release and discharge said institutions from any claims, liabilities or damages.

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature:	Date:
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VETERANS INFORMATION

Name (Last, First): _____ Today's Date: _____

Branch of Military _____

Dates of Service:	From:	To:	Active Duty?
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Were you honorably discharged or otherwise released under honorable conditions? Yes Please submit a copy of separation papers (i.e. FORM DD-214 MEMBER 4 COPY) No Please explain below, or on separate sheet and attach to this form

DECLARATION AND SIGNATURE

I declare, subject to the penalties of perjury, that the statements made in this application (including statements made in any accompanying papers) have been examined by me and to the best of my knowledge and belief are true and correct. I further request and authorize any former or present employer, military records center, police, parole and probation agencies, and former schools to provide to the Brentwood Public Library any and all information including, but not limited to, information as to my character, habits, work ability and/or education. In consideration of compliance with this request, I hereby release and discharge said institutions from any claims, liabilities or damages.

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____	Date: _____
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