



The Ossining Public Library
 53 Croton Avenue, Ossining, NY 10562 • Phone: (914) 941-2416

APPLICATION FOR EMPLOYMENT

Date: _____

Position: Professional ___ Clerical ___ Custodial/Security ___ Page ___ Other _____

PERSONAL INFORMATION

 Last Name First Name M.I.

Male: ___ Female: ___

Home Phone: _____ Alt. Phone: _____

Permanent Address: _____

Emergency Contact: _____
 (Name) (Phone)

- | | | |
|---|-----|----|
| 1) Are you legally eligible for employment in this country?
(Upon employment, you will be asked to produce two original forms of ID) | Yes | No |
| 2) Have you ever been convicted of any crime other than a minor traffic violation? | Yes | No |
| 3) Are you presently under indictment or a defendant in any criminal proceedings? | Yes | No |
| 4) Have you ever been involuntarily released from an employment position? | Yes | No |

If you circled "Yes" in answer to 2), 3), or 4) above, please give details:

EDUCATION

Name & Location of Institution: Dates Attended: Major/Minor: Degree Granted:

High School			
College (Undergraduate)			
College (Graduate)			

EMPLOYMENT EXPERIENCE

Begin with the present and account for each year of employment

Employer	Telephone ()	Dates Employed: From	To
Address		Summarize the nature of the work performed and job responsibilities.	
Job Title			
Immediate Supervisor, Title & Telephone			
Reason for Leaving			
May we contact for reference? Y() N() Later ()			

Employer	Telephone ()	Dates Employed: From	To
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Immediate Supervisor, Title & Telephone			
Reason for Leaving			
May we contact for reference? Y() N() Later ()			

Please tell us why you would like to work at the Ossining Public Library:

ADDITIONAL INFORMATION

Describe here any additional information or comments that would be useful in evaluating your application, e.g. foreign languages spoken, computer skills, professional accomplishments, etc.

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APPLICANT'S STATEMENT

I certify that all statements made by me on this application are true and complete to the best of my knowledge. I understand that any false or misleading statements will be considered justification for disqualification of my application or termination of employment. I authorize an investigation of all statements contained herein and the references above to give you any information concerning my previous employment and any pertinent information they may have, and I release all parties from any liability for any damage that may result from furnishing same to you.

_____ Date

_____ Signature of Applicant