

Month	Day	Year

Buffalo & Erie County Public Library Employment Application

Position Desired (type of work)
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Please complete all sections, front & back. Please print.

PERSONAL	Last Name	First Name	Middle Name	Are you known to schools/references by another name? What name?		
	Present Street Address	City	Zip	Erie County Resident more than 4 months? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever been convicted of a crime?*	
	Telephone #	Are you eligible to work in the United States? Yes No		If under 18 yrs. old, Date of Birth:		

EDUCATION	Circle the highest grade completed:				
	Grade School		High School		College
	1 2 3 4 5 6 7 8		9 10 11 12		1 2 3 4
	Graduate School		Yes		No
	School	Name & address	Diploma/Degree	Grade Average	Specialization
	High School				
College					
Graduate School					
Other					

EMPLOYMENT HISTORY	List each job held with your present or last job first. Include military service & volunteer work.						
	Dates	Company Name	Address	Supervisor & phone #	Position & duties	Reason for leaving	Last salary

References - please list the name, address and phone number of two references:		
Name _____	Address _____	Phone # _____
Name _____	Address _____	Phone # _____

*Answering yes does not represent an automatic bar to employment.

Why are you interested in working for the Library? (Answer in a minimum of 2-3 sentences.)

Do you possess any special skills which you feel would recommend you over other candidates?

(List typing, computer, mechanical, carpentry, second language or other skills related to desired position.)

Have you previously worked for the Library? Yes No

If yes, in what capacity and when: _____

Availability: _____ Full-time _____ Part-time List days and times of availability:

Read carefully • Sign and date

I certify that all statements given on this application are correct, and understand that falsification or misrepresentation in this or any other personnel record may result in my dismissal. I agree to provide proof of age upon notification of hire. I authorize my former employers and other individuals to give information concerning me, whether or not it is part of their written record, and I release them and their companies from any liability whatsoever. I understand that the above noted examination and reference inquiries will be kept confidential and will not be released to anyone without my written consent. Also, I understand that if I accept employment with the Library, it will be employment at will. That means both the Library and I have the right to end the employment relationship at any time.

Signature _____ **Date** _____

The New York State Human Rights Law prohibits discrimination in employment because of age, race, creed, color, national origin, sex, disability, marital status, or criminal record. Accordingly, nothing in this application form should be viewed as expressing, directly or indirectly, any limitation, specification, or discrimination as to age, race, creed, color, national origin, sex, disability, marital status, or criminal record in connection with employment.

No follow up phone calls please.

For office use only: