



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	Salary
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 ()				

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May we contact for reference? Y() N() Later ()				

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.

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