



Part Time Library Clerk Employment Application

Williamson Public Library
6380 Route 21, Suite 1
Williamson, NY 14589

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for the Library? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Education

High School: _____ Address _____

Did You Graduate: Yes or No Degree Received _____

College: _____ Address _____

Did You Graduate: Yes or No Degree Received _____

Other: _____ Address _____

Did You Graduate: Yes or No Degree Received _____

Three Professional References Required

Full Name: _____ Relationship: _____
 Company: _____
 Address: _____ Phone: _____
 City: _____ State: _____

Full Name: _____ Relationship: _____
 Company: _____
 Address: _____ Phone: _____
 City: _____ State: _____

Full Name: _____ Relationship: _____
 Company: _____
 Address: _____ Phone: _____
 City: _____ State: _____

Previous Employment

Company: _____ Phone: _____
 Address: _____ Supervisor: _____
 Job Title: _____
 Responsibilities: _____
 From: _____ to _____ May we Contact: _____ YES or _____ NO
 Reason for Leaving: _____

Company: _____ Phone: _____
 Address: _____ Supervisor: _____
 Job Title: _____
 Responsibilities: _____
 From: _____ to _____ May we Contact: _____ YES or _____ NO
 Reason for Leaving: _____

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ to _____ May we Contact: _____ YES or _____ NO

Reason for Leaving: _____

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ to _____ May we Contact: _____ YES or _____ NO

Reason for Leaving: _____

Hours You Are Available to Work at the Library

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Hours the Library is Open	9:00 am to 8:00 pm	9:00 am to 8:00 pm	9:00 am to 8:00 pm	9:00 am to 8:00 pm	9:00 am to 5:00 pm	10:00 am to 2:00 pm
Hours You Are Available to Work						

I certify that my answers on this application and accompanying materials 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.

I give the Williamson Public Library the right to investigate all references, information provided and to secure additional information about me, if job-related. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.

Signed: _____

Date:

The Williamson Public Library is an Equal Opportunity Employer

Thank you for your interest in securing a position at the Williamson Public Library.

Your application will be kept on file as active for six months. If, after that time, you have not been hired, but still want to be considered for a position, please contact the library Director.

If a position becomes available, your active application will be reviewed and you may be contacted for an interview.

Applications and accompanying materials may be submitted by mail, dropped off at the library, or via email attachment to the Williamson Public Library Director at williamsonlibrarydirector@owwl.org