

GREENWOOD LAKE PUBLIC LIBRARY

APPLICATION FOR EMPLOYMENT

This application will be considered active for a maximum of one year. If you wish to be considered for employment after that time, you must reapply.

Our employment practices are governed by Orange County Civil Service. Should you be selected as a candidate for employment with the Greenwood Lake Public Library, you will be required to complete a specific application for Civil Service. All position appointments must be pre-approved by the Orange County Department of Human Services via application and/or examination, and are subject to one year probation.

The Civil Service application requires that if you have ever been convicted of any crime (felony or misdemeanor) that you submit a Certificate of Conviction with your application. Convictions will not necessarily disqualify you from taking an exam, but may bar you from appointment.

All full-time positions are filled from competitive examination lists, certified by Orange County Civil Service.

*Please Answer All Questions – Resumes Are Not A Substitute For A Completed Application.
Please Print Clearly*

We are an equal opportunity employer. Applicants are considered for positions without regard to veteran status, uniformed service member status, race, color, religion, sex, national origin, age, physical or mental disability, genetic information or any other category protected by applicable federal, state, or local laws.

Position Applied For _____ (list only one) Name _____

Home Phone Number () _____ Cell/Alternate Number () _____

Present Address _____
Street, Apartment, or Unit Number

City, State, Zip

E-Mail Address _____

If under the age of 18, can you produce the necessary work certificate at the time of employment? Y N

Type of employment desired: Full-Time Part-Time
 (Specify Days & Hours Available) _____

Date on which you can start work if hired: _____

Have you ever been employed by this Library? Y N

If Yes, provide date of employment and reason for separation from employment _____

Education	School Name & Location (Address, City, State, Zip)	Course of Study	Graduate? Y or N	# of Years Completed	Degree/Major
High School					
College					
Business/Tech/Trade					