

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					

Have you ever been terminated or asked to resign from any job? Y ☐ N ☐ If Yes, how many times _____

If you answered Yes, please explain the circumstances of each occasion _____

REFERENCES

Please list the names of additional work-related references we may contact. Individuals with no prior work experience may list school or volunteer-related references.

			Work Relationship (i.e. supervisor or co-worker)	Telephone
Name	Job Title	Company		

APPLICANT CERTIFICATION

I understand and agree that if driving is a requirement of the job for which I am applying, my employment and/or continued employment is contingent on possessing a valid driver's license for the state in which I reside and automobile liability insurance in an amount equal to the minimum required by the state in which I reside.

I understand that the Library may now have, or may establish, a drug-free workplace or drug and/or alcohol testing program consistent with applicable federal, state and local law. If the Library has such a program and I am offered a conditional offer of employment, I understand that should a pre-employment drug and/or alcohol test be positive, the employment offer may be withdrawn. I agree to work under the conditions of a drug-free workplace, consistent with applicable federal, state and local law. I also understand that all employees of the Library, pursuant to the Library's policy and federal, state and local law, may be subject to urinalysis and/or blood screening or other medically recognized tests designed to detect the presence of alcohol or illegal or controlled drugs. If employed, I understand that the taking of alcohol and/or drug tests is a condition of continuing employment and I agree to undergo alcohol and drug testing consistent with the Library's policies and applicable federal, state and local law.

If employed by the Library, I understand and agree that the Library, to the extent permitted by federal, state and local law, may exercise its right, without prior notice or warning, to conduct investigations of property (including, but not limited to, files, lockers, desks, computers and vehicles) and, in certain circumstance, my personal property.

I understand and agree that as a condition of employment and to the extent permitted by federal, state and local law, I may be required to sign a confidentiality, restrictive covenant, and/or conflict of interest statement.

Honors Received _____

If applicable, list below any other names by which you have been known which may be necessary to allow us to confirm your work and educational record. For example, change of name, use of an assumed name, nickname, etc. _____

WORK EXPERIENCE

Please list the name of your present and/or previous employers with present or most recent employer listed first. Provide information for the most recent ten (10) year period. If self-employed, you should list the firm name and business references. You may include any *verifiable* work performed on a volunteer basis, internships, or military service. Your failure to completely respond to each inquiry may disqualify you for consideration from employment. **Do not answer "see resume."**

Employer

Name _____	Address _____	Type of Business _____
Telephone _____	Dates Employed From _____ To _____	
Job Title _____	Duties _____	
Supervisor's Name _____	May we contact Y <input type="checkbox"/> N <input type="checkbox"/> _____	
Reason for Leaving _____		

Employer

Name _____	Address _____	Type of Business _____
Telephone _____	Dates Employed From _____ To _____	
Job Title _____	Duties _____	
Supervisor's Name _____	May we contact Y <input type="checkbox"/> N <input type="checkbox"/> _____	
Reason for Leaving _____		

I certify that all the information on this application, my resume or any supporting documents I may present during any interview is and will be complete and accurate to the best of my knowledge. I understand that any falsification, misrepresentation or omission of any information may result in disqualification from consideration for employment or, if employed, disciplinary action, up to including immediate dismissal.

IF HIRED, I AGREE TO CONFORM TO THE LIBRARY'S BY-LAWS, POLICIES AND RULES AND I UNDERSTAND THAT THE LIBRARY HAS COMPLETE DISCRETION TO MODIFY SUCH BY-LAWS, POLICIES AND RULES.

I authorize the Library or its agents to confirm all statements contained in this application and/or resume as it relates to the position that I am seeking to the extent permitted by federal, state or local law. I agree to complete any requisite authorization forms for the background and investigation which may be permitted by federal, state or local law. If applicable and allowed by law, I will receive separate written notification regarding the Library's intent to obtain "consumer reports."

I authorize and consent to, without reservation, any party or agency contacted by the Library or its representative to furnish the above-mentioned information. I hereby release, discharge and hold harmless, to the extent permitted by federal, state and local law, any party delivering information to the Library or its duly authorized representative, pursuant to this authorization, from any liability, claims, charges or causes of action which I may have as a result of the delivery or disclosure of the above requested information. I hereby release from liability the Library and its representative for seeking such information and all other persons, corporations or organizations furnishing such information. Further, if hired, I authorized the Library to provide truthful information concerning my employment to future employers and hold the Library harmless for providing such information.

If hired by this Library, I understand that I will be required to provide genuine documentation establishing my identity and eligibility to be legally employed in the United States by this Library. I also understand that this Library employs only individuals who are legally eligible to work in the United States.

I CERTIFY THAT ALL OF THE INFORMATION THAT I HAVE PROVIDED ON THIS APPLICATION IS TRUE, ACCURATE AND COMPLETE.

DO NOT SIGN UNTIL YOU HAVE READ ALL OF THE INFORMATION CONTAINED IN THIS APPLICATION.

Applicant Signature _____ Date _____

If the applicant is a minor (under the age of 18), the foregoing release and consent must be signed by the applicant's parent or legal guardian and notarized. Signature by the applicant's parent or legal guardian constitutes acknowledgement by the applicant and the parent or legal guardian that the Library, to the extent permitted by federal, state or local law, can test the applicant for illegal or controlled substances, conduct inspections of property without notice and communicate test results to Library personnel who need to know, the applicant, and the applicant's parent or legal guardian.

Parent or Legal Guardian

Date

Witness

Date