



**Dansville
Public
Library**

200 Main Street Dansville, NY 14437
585-335-6720 | Fax: 585-335-6133
dansvillelibrary.org

Where knowledge grows

Employment Application

dansvillelibrarydirector@owwl.org

Name: _____ **Today's Date:** _____
Last First M.I.

Current Address: _____
Street City State Zip

Phone: _____ ☐ Cell ☐ Home ☐ Other

Email Address (Optional): _____

Position for which you are applying: _____

• **Are you legally authorized to work in the United States?** ☐ Yes ☐ No
(Proof of citizenship or immigration status is required upon employment.)

• **Are you at least 18 years of age?** ☐ Yes ☐ No If No, provide current age: _____

• **Are you able to stand for long periods and to reach and bend, with or without reasonable accommodation?** ☐ Yes ☐ No

Availability (Check all that apply): ☐ Days ☐ Evenings
☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday

Education

High School: _____ ☐ Yes ☐ No
Name Location Graduated?

Other: _____
Name Location Degree Received

Other: _____
Name Location Degree Received

What is your computer skill level? ☐ Proficient ☐ Intermediate ☐ Basic

List programs/software/applications you are familiar with: _____

Work Experience (Current/most recent first)

Employer's Name:	_____	Employer's Phone:	_____
Employer's Address:	_____		
Job Title:	_____	Start Date:	_____
		End Date:	_____
Reason for Leaving:	_____		
Name of Supervisor:	_____	May we contact?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Brief description of your job duties:	_____		

Employer's Name:	_____	Employer's Phone:	_____
Employer's Address:	_____		
Job Title:	_____	Start Date:	_____
		End Date:	_____
Reason for Leaving:	_____		
Name of Supervisor:	_____	May we contact?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Brief description of your job duties:	_____		

Employer's Name:	_____	Employer's Phone:	_____
Employer's Address:	_____		
Job Title:	_____	Start Date:	_____
		End Date:	_____
Reason for Leaving:	_____		
Name of Supervisor:	_____	May we contact?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Brief description of your job duties:	_____		

Other skills, qualifications, or credentials relevant to the position for which you are applying:

References (Please provide at least 3 references)

1. _____
Name Phone Email
2. _____
Name Phone Email
3. _____
Name Phone Email

Please read carefully before signing

I certify that the information given in this application (including any attachments) is true and complete. In the event of employment, I understand that any false or misleading information given on the application or in the interview may result in discharge.

I understand and agree that all information furnished in this application may be verified by the Dansville Public Library. I hereby release employers, schools, organizations or individuals named or referred to above from liability in responding to inquiries in connection with my application.

In consideration of my employment, I agree to comply with the policies, rules, regulations, and procedures of the Dansville Public Library. I further understand and acknowledge that this is an application for employment, that no employment contract is being offered.

Signature of Applicant: _____ **Date:** _____