Dansville Public Library

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

Employment Application

Please type or print clearly. Incomplete or illegible applications may not be processed.

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

Current Address: _____
Street City State Zip

Phone: _____ ☐ Cell ☐ Home ☐ Other

Email Address: _____

Position for which you are applying: _____

- **Are you at least 16 years of age?** ☐ Yes ☐ No
  Due to NY State Labor Laws, the Library only employs individuals 16 years of age and older.
  - **If you are under the age of 18, do you have working papers?** ☐ Yes ☐ No
    If hired, working papers are required for individuals under the age of 18.
- **Are you legally authorized to work in the United States?** ☐ Yes ☐ No
  If hired, Form I-9, Employment Eligibility Verification, must be completed at the start of employment.
- **Do you currently have any relatives employed by the Library or serving on the Library's Board of Trustees?** ☐ Yes ☐ No
  The Library's Anti-Nepotism Policy may limit employment eligibility for relatives of current employees/trustees.
- **Can you stand for long periods, reach and bend, and lift or carry at least 25lbs. with or without reasonable accommodation?** ☐ Yes ☐ No

Availability

Check all that apply

Mondays	Tuesdays	Wednesdays	Thursdays	Fridays	Saturdays
☐ Day ☐ Evening	☐ Day ☐ Evening	☐ Day ☐ Evening	☐ Day ☐ Evening	☐ Day ☐ Evening	☐ Day

Education

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

College: _____
Name Location In Progress/Degree Received

Other: _____
Name Location In Progress/Degree Received

Work/Volunteer Experience (Current/most recent first)

Employer's Name: ______________________ **Employer's Phone:** ______________

Employer's Address: ____

May we contact? ☐ Yes ☐ No **Volunteer (unpaid) Position?** ☐ Yes ☐ No

Job Title: ______________ **Start Date:** ____________ **End Date:** ___________

Reason for Leaving: ____

Brief description of your job duties: ______________________________________

____

____

Employer's Name: ______________________ **Employer's Phone:** ______________

Employer's Address: ____

May we contact? ☐ Yes ☐ No **Volunteer (unpaid) Position?** ☐ Yes ☐ No

Job Title: ______________ **Start Date:** ____________ **End Date:** ___________

Reason for Leaving: ____

Brief description of your job duties: ______________________________________

____

____

Employer's Name: ______________________ **Employer's Phone:** ______________

Employer's Address: ____

May we contact? ☐ Yes ☐ No **Volunteer (unpaid) Position?** ☐ Yes ☐ No

Job Title: ______________ **Start Date:** ____________ **End Date:** ___________

Reason for Leaving: ____

Brief description of your job duties: ______________________________________

____

____

Technical Skills

Indicate your level of proficiency with the following:	Basic	Intermediate	Advanced
• Email Communication (Outlook, Gmail, etc.)	☐	☐	☐
• Google Workspace (Shared Drives, Docs, Sheets, etc.)	☐	☐	☐
• Microsoft Office (Word, Excel, etc.)	☐	☐	☐
• Social Media (Facebook, Instagram, etc.)	☐	☐	☐
• Mobile Devices (Smartphones, tablets, etc.)	☐	☐	☐
• Other: _____	☐	☐	☐

List any skills, qualifications, or training relevant to the position for which you are applying:

_____

_____

_____

References (Please provide at least 3 references)

1. _____
Name Phone Relationship

2. _____
Name Phone Relationship

3. _____
Name Phone Relationship

Why are you interested in working at the Dansville Public Library?

_____

_____

I certify that all information provided in this application is true and complete to the best of my knowledge. I authorize the Dansville Public Library to investigate the information provided and to contact my references and prior employers for relevant details.

I understand that providing false information may result in immediate dismissal if employed, and that submission of this application does not guarantee an interview or employment.

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

Clear/Reset **Print**

6/2025