

## Employment Application

In order for your application to be accepted please include with this completed application:

- Letter of interest to **Library Director, Ms. Sandra Hylan**

APPLICANT INFORMATION											
Last Name				First				M.I.		Date	
Street Address						Apartment/Unit #					
City				State				ZIP			
Phone				E-mail Address							
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 at a library?			YES	NO	Yes? When, where?						
EDUCATION/TRAINING											
High School											
Last year		Did you graduate?		YES	NO						
College				Address							
From		To		Did you graduate?		YES	NO	Degree			
Other				Address							
From		To		Did you graduate?		YES	NO	Degree			
EMPLOYMENT REFERENCES											
<i>Please list three employment-related references.</i>											
Full Name				Relationship							
Company				Phone							
Address											
Full Name				Relationship							
Company				Phone							
Address											
Full Name				Relationship							
Company				Phone							
Address											

<b>EMPLOYMENT</b>	
Are you currently employed _____Yes _____No	Have you previously applied to work at Ontario Public Library? Yes _____ Position _____ or No _____
<b>CURRENT / PREVIOUS EMPLOYMENT</b>	
<b>Company 1</b>	Phone
Address	Supervisor
Position	
Responsibilities	
From	To
Reason for Leaving	
<b>We will not contact current employer before completing an initial interview with you</b>	
May we contact this <b>previous supervisor</b> for a reference? YES NO	
<b>Company 2</b>	Phone
Address	Supervisor
Job Title	
Responsibilities	
From	To
Reason for Leaving	
May we contact this previous supervisor for a reference? YES NO	

<b>SIGNATURE</b>
In compliance with Federal and State equal employment opportunity laws, qualified applicants are considered for positions without regard to race, color, religion, sex, national origin, age, marital status, or the presence of non-job related medical condition or disability.
I certify that my answers 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.
Signature
Date

Return to Library Director, Ontario Public Library, 1850 Ridge Rd., Ontario, NY, 14519