

Poughkeepsie Public Library District

93 Market Street
 Poughkeepsie, NY 12601
 (845) 485-3445 Fax (845) 485-3789

Application for Employment

Please legibly print or type this application.
 Submit completed application to the Administrative Office.

Personal Information

Last Name			First	Middle	Date
Street Address					Home Telephone
City, State, Zip					Business Telephone
Have you ever applied for employment with the Library District? <input type="checkbox"/> Yes <input type="checkbox"/> No					Social Security Number
Position Desired					When will you be available to begin work?
Apart from absence for religious reasons, are you available for full-time work? <input type="checkbox"/> Yes <input type="checkbox"/> No					Will you work weekends if asked? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you an American citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No					If not, please give green card registration number:

Education

School	Name and Location	Course of Study	Years Completed	Did You Graduate	Degree
Graduate					
College					
Business/Trade					
High School					

Membership in Professional or Civic Organizations

(exclude those which may disclose your race, color, religion, or national origin)

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Employment		Please give accurate, complete full-time and part-time employment information. Start with your present or most recent employer.
1	Company Name	Telephone
	Address	Employment Dates (month and year) From: _____ To: _____
	Name of Supervisor	Weekly Pay Start: _____ Last: _____
	Job Title and Responsibilities	Reason for Leaving May We Contact This Employer? _____ Yes _____ No
2	Company Name	Telephone
	Address	Employment Dates (month and year) From: _____ To: _____
	Name of Supervisor	Weekly Pay Start: _____ Last: _____
	Job Title and Responsibilities	Reason for Leaving May We Contact This Employer? _____ Yes _____ No
3	Company Name	Telephone
	Address	Employment Dates (month and year) From: _____ To: _____
	Name of Supervisor	Weekly Pay Start: _____ Last: _____
	Job Title and Responsibilities	Reason for Leaving May We Contact This Employer? _____ Yes _____ No

Only Answer The Questions That Have Been Checked		Please give accurate, complete full-time and part-time employment information. Start with your present or most recent employer.
	Name of high school or college you currently attend	Telephone
	Address	Years remaining
	Are you a Vietnam Era veteran? <div style="text-align: center;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </div>	
	Are you an exempt volunteer firefighter? <div style="text-align: center;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </div>	
	List the computer software with which you have a good, working knowledge:	
	Name, Address and Telephone Number of two people, other than relatives, who know most about your qualifications and work: 1. 2.	

Signature	
<p>The information provided in this Application for Employment is true, correct, and complete. If employed, any misstatement or omission of fact on this application may result in my immediate dismissal.</p> <p>I understand that acceptance of an offer of employment does not create a contractual obligation upon the Library District to continue employment in the future. I also understand that my employment is subject to Civil Service review and its rules and regulations.</p>	
<hr style="width: 20%; margin: 0 auto;"/> <p>Date</p>	<hr style="width: 80%; margin: 0 auto;"/> <p>Signature</p>

THIS PAGE FOR LIBRARY DISTRICT USE ONLY

Reference Check		
1	Person Contacted	Results
2	Person Contacted	Results
3	Person Contacted	Results

Civil Service Information		
	Person Contacted	Results
	Test Administered	Results
	RPC/MDD-22 Dates	Results

Interview Comments		
	Interviewer	Comments

Revised March 12, 1997