



155 North Main Street / Wellsville, New York 14895
 (585) 593-3410 / www.davidahowelibrary.org

DAVID A. HOWE PUBLIC
LIBRARY
use it wisely enjoy it freely

APPLICATION FOR EMPLOYMENT

Please print or type. Cover letters and resumes are welcome. All application information must be complete. Call library director's office with any questions.

Personal Information

Name	Last	First	Middle	Email Address	Date of Application
Present Residential Address (Street, City, Zip Code)				Home Phone	Cell Phone
Are you age __14 __15 __16 __17 or __18? A work permit or age certificate may be required for employment. Please refer to NY State Department of Labor for required permits. http://www.labor.ny.gov					

Education

	Name & Address of School	Circle Last Completed Year	Did You Graduate	Area of Study & Degree Received
High School		1 2 3 4	Y N	
College		1 2 3 4	Y N	
Post College		1 2 3 4	Y N	
Other		1 2 3 4	Y N	

Academic/Scholastic Honors or Awards

Technology Skills

(Please check all computer skills that in which you demonstrate proficient knowledge)

- MS Word
 MS Excel
 MS Access
 MS Publisher
 Internet Searching
 Web-based Calendars
 Library's Web Catalog
 Library's Databases
 Downloadable Audio Books, eBooks or Music Files
 Web Page Development
 Projector/Presentation Equipment Setup
 Printer/Copy or Fax Machines
 Sending/Receiving Email
 Digital Photography
 Downloading Electronic Files
 Scanning
 Social Networking Websites
 Video/Multimedia

APPLICATION FORM CONTINUED

Work History

List all employers with current or most recent employment first. If limited previous employment, list three persons, not related, who have known you for some time. Please complete even if you attach a resume.

From: _____	Current Employer (Name and Address of Employer)	Salary or Hourly
To: _____		Starting: _____ Ending: _____
Reason for Leaving _____ Voluntary___ Involuntary ___		Position Held: _____
Summary of Responsibilities _____		Supervisor's Name: _____ Phone Number: _____ May We Contact Them: ___ Y ___ N
From: _____	Employer (Name and Address of Employer)	Salary or Hourly
To: _____		Starting: _____ Ending: _____
Reason for Leaving _____ Voluntary___ Involuntary ___		Position Held: _____
Summary of Responsibilities _____		Supervisor's Name: _____ Phone Number: _____ May We Contact Them: ___ Y ___ N
From: _____	Employer (Name and Address of Employer)	Salary or Hourly
To: _____		Starting: _____ Ending: _____
Reason for Leaving _____ Voluntary___ Involuntary ___		Position Held: _____
Summary of Responsibilities _____		Supervisor's Name: _____ Phone Number: _____ May We Contact Them: ___ Y ___ N

APPLICATION FORM CONTINUED

References

Please provide three references other than relatives or former employers, which you have known for at least one year.

Name	Occupation	Address	Phone	Number of Years Acquainted
1.				
2.				
3.				

Candidates Hours of Availability and Desired Employment

Position Desired	Areas of Interest <input type="checkbox"/> Adult Services <input type="checkbox"/> Children Services <input type="checkbox"/> YA/Teen Services <input type="checkbox"/> Technology <input type="checkbox"/> Auditorium/Programming <input type="checkbox"/> Administrative Support <input type="checkbox"/> Front Desk/Circulation <input type="checkbox"/> Shelving Materials					Salary Desired	Date Available
Specify hours available for each day of the week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	

Special Skills, Interests or Talents

Career Goals

The library is a service-based organization. It seeks to recruit and retain library personnel who choose to work in an environment committed to serving the community. Applicants should have a strong desire to provide good customer service and maintain a friendly atmosphere.

The David A. Howe Public Library adheres to the following Employment Policies to ensure a positive work environment, and lasting outreach to the community.

Equal Employment Opportunity

The David A. Howe Public Library maintains a strong policy of equal employment opportunity. We take affirmative action to ensure equal employment opportunity for all employees and applicants. We hire, train, promote, and compensate employees on the basis of personal competence and potential for advancement without regard for race, color, religion, sex, sexual orientation, national origin, age, or physical impairments.

At Will Employment

The David A. Howe Public Library is an “at will” employer. It is the Library’s policy not to specify any length of employment and hire all employees “at will”. At will means the employee may terminate their employment at any time for any reason without cause or advance notice and The David A. Howe Public Library may terminate an employee at any time, with or without cause or advance notice as long as the Library does not violate federal or state laws.

Substance Abuse

The David A Howe Library will not tolerate any substance abuse on its premises. Any employee reporting for work under the influence of alcohol or non-prescription drugs will be asked to leave immediately. Under these circumstances, assistance will be provided to ensure that the employee arrives home safely. Any employee who repeatedly reports to work under the influence of alcohol or drugs could have his / her employment terminated immediately.

Harassment Policy

It is the policy of The David A Howe Library all employment and training relationships shall be conducted in an environment that is not hostile or offensive. Harassment based on an individual’s age, race, creed, color, national origin, sex, disability, or any other basis prohibited by applicable local, state, or federal law will not be tolerated at or by the Library. Any employee who engages in harassment prohibited by this policy will be subject to discipline up to and including termination.

Military Leave

The David A Howe Public Library will abide by the Uniform Services Employment and Reemployment Rights Act (USERRA) by granting a military leave of absence to employees who are absent from work because of service in the U.S. uniformed services. Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable. Military leaves of absence are unpaid, however, employees may use any earned but unused PTO for military leave. Medical benefits can be continued through COBRA as that law applies.

**Application Adopted by the David A. Howe Public Library Board of Trustees
May 16, 2011.**