

**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?<br><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?<br><input type="checkbox"/> Yes <input type="checkbox"/> No |  |  |       |        | Will you work weekends if asked?<br><input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are you an American citizen?<br><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)<br>From: _____ To: _____  |
|            | Name of Supervisor             | Weekly Pay<br>Start: _____ Last: _____  |
|            | Job Title and Responsibilities | Reason for Leaving<br><br>May We Contact This Employer?<br>_____ Yes _____ No   |
| 2          | Company Name                   | Telephone   |
|            | Address                        | Employment Dates (month and year)<br>From: _____ To: _____  |
|            | Name of Supervisor             | Weekly Pay<br>Start: _____ Last: _____  |
|            | Job Title and Responsibilities | Reason for Leaving<br><br>May We Contact This Employer?<br>_____ Yes _____ No   |
| 3          | Company Name                   | Telephone   |
|            | Address                        | Employment Dates (month and year)<br>From: _____ To: _____  |
|            | Name of Supervisor             | Weekly Pay<br>Start: _____ Last: _____  |
|            | Job Title and Responsibilities | Reason for Leaving<br><br>May We Contact This Employer?<br>_____ Yes _____ No   |

| <b>Only Answer The Questions That Have Been Checked</b> |  | 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?<br><div style="text-align: center;"> <input type="checkbox"/> Yes                      <input type="checkbox"/> No </div>           |   |
|   | Are you an exempt volunteer firefighter?<br><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:<br><br>1.<br><br>2.                      |   |

| <b>Signature</b>   |  |
|--|--|
| <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: 60%; 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