

APPLICATION FOR EMPLOYMENT

Please include a cover letter and resume with this application.

Position Applied for: Youth Services Library Assistant

Name: _____

Address: _____

Telephone #: _____ E-mail address: _____

Why do you want to work at this library? _____

What hours and days are you available to work? _____

EDUCATION

Name & Address	Years Attended	Graduated?	Major
High School			
College			
Other- Trade, Business or Correspondence School			

SPECIAL SKILLS

- Typing
 Filing
 Bookkeeping
 Computer
 Library Science
 Early Childhood Development

Describe all special training, skills and extra-curricular activities, or experience you may have that could help you to make a positive contribution to the library as it relates to this position.

GOALS

Can this experience help you achieve a current personal goal? Please explain: _____

PRIOR WORK HISTORY: List all relevant employment experience, the most relevant first. Cover the last five years in particular.

Name & Address of Employer	Dates & Salary	Describe Work	Supervisor's Name	Reason for Leaving

Describe any special limitations that may preclude you from performing certain kinds of work?

Do you have a New York State Driver's License? Yes No

Please list at least 2 people who would recommend you for this job opportunity.

Name	Address	Phone Number(s)

Describe your philosophy regarding early childhood literacy skills (please use an additional piece of paper if you need more space).

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

Date of Birth: _____

W:forms/library-employment application