

Application Date		
Month	Day	Year

Buffalo & Erie County Public Library

Employment Application

Please complete all sections, front & back. Please print.

Position desired:
Location(s) desired:

PERSONAL	Legal Last Name		Legal First Name		Preferred First Name (if different from legal first name)		Pronouns: (she/he/they/etc.)	
	Present Street Address		City		State	Zip	Have you been an Erie County Resident for 1 month or more? ☐ Yes ☐ No	
	Phone Number		Email		Are you eligible to work in the United States? ☐ Yes ☐ No		If you are under 18 years of age, Date of Birth (mm/dd/yy)	

EDUCATION	Highest grade level you have completed: Grade School: 1 2 3 4 5 6 7 8 High School: 9 10 11 12 College: 1 2 3 4 Graduate School: In progress Complete					
	School	School Name & Address		Diploma/Degree	Grade Avg	Specialization/Major
	High School					
	College					
	Graduate School					
	Other					

EMPLOYMENT HISTORY	List each job held with your current or most recent job listed first. Include military service & volunteer work.					
	Dates From To		Company Name & Address	Supervisor Name & Phone No.	Position & duties	Reason for leaving

REFS	Please list the name and phone number of two references:	
	Name:	Phone No:
	Name:	Phone No:

Why are you interested in working for the Library? (Answer in a minimum of 2-3 sentences.)

Do you possess any special skills which you feel would recommend you over other candidates?
(List typing, computer, mechanical, carpentry, second language, or other skills related to desired position.)

Have you previously worked for the Library? ☐ Yes ☐ No

If yes, in what capacity and when: _____

Availability: List days and times of availability

AGREEMENT

Read Carefully • Sign and Date

I certify that all statements given on this application are correct, and understand that falsification or misrepresentation in this or any other personnel record may result in my dismissal. I agree to provide proof of age (if under 18) upon notification of hire. I authorize my former employers and other individuals to give information concerning me, whether or not it is part of their written record, and I release them and their companies from any liability whatsoever. I understand that the above noted examination and reference inquiries will be kept confidential and will not be released to anyone without my written consent. Also, I understand that if I accept employment with the Library, it will be employment at will. That means both the Library and I have the right to end the employment relationship at any time.

Signature

Date

It is the policy of the B&ECPL to provide Equal Employment Opportunity in every aspect of employment to all applicants and employees without regard to gender, race, color, national origin, ancestry, religion, creed, age, disability, familial status, marital status, pregnancy, sexual orientation, gender identity, military status, genetic predisposition, arrest or conviction status, domestic violence victim status, known relationship or association with member of a protected class, or any other basis protected by federal, state or local law. Accordingly, nothing in this application form should be viewed as expressing, directly or indirectly, any limitation, specification, or discrimination as to gender, race, color, national origin, ancestry, religion, creed, age, disability, familial status, marital status, pregnancy, sexual orientation, gender identity, military status, genetic predisposition, arrest or conviction status, domestic violence victim status, known relationship or association with member of a protected class, or any other basis protected by federal, state or local law.

No follow up phone calls please.

For Office Use Only: