

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	Last Name	First Name	Middle Name	Are you known to schools/references by another name? What name?		
	Present Street Address		City	State	Zip	Have you been an Erie County Resident for 1 month or more? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Phone Number	Email	Are you eligible to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No		If you are under 18 years of age, Date of Birth	

EDUCATION	Mark the 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, address, and phone number of two references:		
	Name:	Address:	Phone No:
	Name:	Address:	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

Buffalo & Erie County Public Library

Voluntary Self Identification Questionnaire

The Buffalo & Erie County Public Library is an Equal Opportunity Employer. As required by law, we must record certain statistical information for affirmative action purposes. Applicants for employment are invited to report their status in a confidential manner. This information is maintained confidentially, filed separately from employment applications, and is not available to any employing agency. The information provided, or your refusal to do so, will have no bearing on your application or employment prospects and will not subject you to any adverse treatment.

Name: _____ Date: _____

Title of Position(s) Applied for: _____

Zip Code of Home Address: _____

Sex: Male Female

Race/Ethnic Identity (check all that apply):

- White Hispanic or Latino
 Black American Indian or Alaskan Native
 Asian Native Hawaiian or Pacific Islander
 Two or More Races Other (please specify): _____

Do you have a disability?

- No Yes

Are you a veteran who served during a time of war?

- No Yes; dates of service: _____

How did you learn of this position?

- Website Newspaper Friend/Family
 Employee Job Fair Walk-in
 Other (please specify): _____

Please submit this application by:

- 1) email to: hr@buffalolib.org
3) In person at any B&ECPL location

- 2) mail to: Buffalo & Erie County Public Library
Human Resources Department
1 Lafayette Sq.
Buffalo, NY 14203

12/2014