



WARSAW
PUBLIC LIBRARY

OFFICE USE ONLY:
Date of Application: _____
Received by: _____

Warsaw Public Library Employment Application

Warsaw Public Library
130 North Main Street – Warsaw, NY 14569 – Phone: 585-786-5650 – Fax: 585-786-8706
warsawpubliclibrary.org
Director Email: lgricius@owwl.org

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PERSONAL INFORMATION: PLEASE PRINT

Name _____
Last First Middle

Address _____
Number Street City Zip

Home Phone _____ **Cell Phone** _____

Email address _____ **Other Contact** _____

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POSITION APPLYING FOR _____

_____ Part Time (< 18.5 hrs) _____ Full Time (> 18.5 hrs) _____ Substitute (Per Diem)
Please note: clerical positions at more than 18.75 hours per week are filled from the Wyoming County Civil Service Lists

Available start date _____

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Please circle your work availability: Current Hours are: M, T 10-7 / W, R 1-6 / F 1-5 / S 10-1

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Morning	Morning	Morning	Morning	Morning	Morning
Afternoon	Afternoon	Afternoon	Afternoon	Afternoon	
Evening	Evening	Evening	Evening	Evening	

(For Example) [: Mornings (10AM-1PM) Afternoons (1PM-4PM) Evenings (4PM-7 PM)]

Are you under 18? ___ yes ___ no

If yes, please give you date of birth (MM/DD/YYYY): _____

Do you have a work permit? ___ yes ___ no

Are you currently employed ___ yes ___ no

If yes, may we contact your present employer? ___ yes ___ no

Have you ever applied for a position at the Warsaw Public Library before? ___ yes ___ no

If yes, when and for what position? _____

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In order for your application to be accepted for review, please include the following items:

- Letter of interest
- Resume
- NYS Civil Service Application
- Three references: Include name, contact information, and what their relationship is to you.

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Applicant's Statement

I certify that the answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that this application is not intended to be a contract of employment. In the event of employment, I understand that false or misleading information given in my application or interview may result in discharge. I understand that I am required to abide by all rules and regulations of the Warsaw Public Library.

Signature of applicant

Date

The Warsaw Public Library will keep your completed application on file for six months.