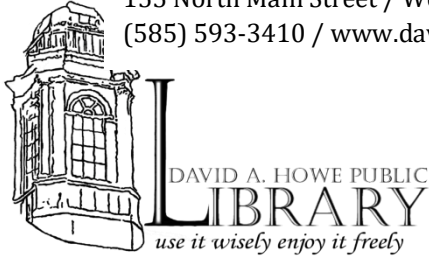


155 North Main Street / Wellsville, New York 14895  
 (585) 593-3410 / www.davidahowelibrary.org



## APPLICATION FOR STUDENT EMPLOYMENT

Please print or type. Cover letters and resumes are welcome.  
 All application information must be complete. Call library  
 director's office with any questions.

### Personal Information

Name	Last	First	Middle	Email Address	Date of Application
Present Residential Address (Street, City, Zip Code)				Home Phone	Cell Phone
Are you age __14 __15 __16 __17 or __18? A work permit or age certificate may be required for employment. Please refer to NY State Department of Labor for required permits. <a href="http://www.labor.ny.gov">http://www.labor.ny.gov</a>					

### Education

	Name & Address of School	Circle Last Completed Year	Did You Graduate	Area of Study & Degree Received
High School		1 2 3 4	Y N	
College		1 2 3 4	Y N	
Post College		1 2 3 4	Y N	
Other		1 2 3 4	Y N	

Academic/Scholastic Honors or Awards

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### Technology Skills

(Please check all computer skills that in which you demonstrate proficient knowledge)

- MS Word  
  MS Excel  
  MS Access  
  MS Publisher  
  Internet Searching  
  Web-based Calendars  
 Library's Web Catalog  
  Library's Databases  
  Downloadable Audio Books, eBooks or Music Files  
 Web Page Development  
  Projector/Presentation Equipment Setup  
  Printer/Copy or Fax Machines  
 Sending/Receiving Email  
  Digital Photography  
  Downloading Electronic Files  
  Scanning  
 Social Networking Websites  
  Video/Multimedia

*APPLICATION FORM CONTINUED*

**Work History**

List all employers with current or most recent employment first. If limited previous employment, list three persons, not related, who have known you for some time. Please complete even if you attach a resume.

From: _____	<b>Current Employer (Name and Address of Employer)</b>	Salary or Hourly
To: _____		Starting: _____ Ending: _____
Reason for Leaving _____ Voluntary___ Involuntary ___		Position Held:
Summary of Responsibilities		Supervisor's Name: _____ Phone Number: _____ May We Contact Them: ___ Y ___ N
From: _____	<b>Employer (Name and Address of Employer)</b>	Salary or Hourly
To: _____		Starting: _____ Ending: _____
Reason for Leaving _____ Voluntary___ Involuntary ___		Position Held:
Summary of Responsibilities		Supervisor's Name: _____ Phone Number: _____ May We Contact Them: ___ Y ___ N
From: _____	<b>Employer (Name and Address of Employer)</b>	Salary or Hourly
To: _____		Starting: _____ Ending: _____
Reason for Leaving _____ Voluntary___ Involuntary ___		Position Held:
Summary of Responsibilities		Supervisor's Name: _____ Phone Number: _____ May We Contact Them: ___ Y ___ N

*APPLICATION FORM CONTINUED*

**References**

Please provide three references other than relatives or former employers, which you have known for at least one year.

Name	Occupation	Address	Phone	Number of Years Acquainted
1.				
2.				
3.				

**Candidates Hours of Availability and Desired Employment**

Position Desired	Areas of Interest <input type="checkbox"/> Adult Services <input type="checkbox"/> Children Services <input type="checkbox"/> YA/Teen Services <input type="checkbox"/> Technology <input type="checkbox"/> Auditorium/Programming <input type="checkbox"/> Administrative Support <input type="checkbox"/> Front Desk/Circulation <input type="checkbox"/> Shelving Materials					Salary Desired	Date Available
Specify hours available for each day of the week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	

**Special Skills, Interests or Talents**

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**Career Goals**

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**The library is a service-based organization. It seeks to recruit and retain library personnel who choose to work in an environment committed to serving the community. Applicants should have a strong desire to provide good customer service and maintain a friendly atmosphere.**

**The David A. Howe Public Library adheres to the following Employment Policies to ensure a positive work environment, and lasting outreach to the community.**

### **Equal Employment Opportunity**

The David A. Howe Public Library maintains a strong policy of equal employment opportunity. We take affirmative action to ensure equal employment opportunity for all employees and applicants. We hire, train, promote, and compensate employees on the basis of personal competence and potential for advancement without regard for race, color, religion, sex, sexual orientation, national origin, age, or physical impairments.

### **At Will Employment**

The David A. Howe Public Library is an “at will” employer. It is the Library’s policy not to specify any length of employment and hire all employees “at will”. At will means the employee may terminate their employment at any time for any reason without cause or advance notice and The David A. Howe Public Library may terminate an employee at any time, with or without cause or advance notice as long as the Library does not violate federal or state laws.

### **Substance Abuse**

The David A Howe Library will not tolerate any substance abuse on its premises. Any employee reporting for work under the influence of alcohol or non-prescription drugs will be asked to leave immediately. Under these circumstances, assistance will be provided to ensure that the employee arrives home safely. Any employee who repeatedly reports to work under the influence of alcohol or drugs could have his / her employment terminated immediately.

### **Harassment Policy**

It is the policy of The David A Howe Library all employment and training relationships shall be conducted in an environment that is not hostile or offensive. Harassment based on an individual’s age, race, creed, color, national origin, sex, disability, or any other basis prohibited by applicable local, state, or federal law will not be tolerated at or by the Library. Any employee who engages in harassment prohibited by this policy will be subject to discipline up to and including termination.

### **Military Leave**

The David A Howe Public Library will abide by the Uniform Services Employment and Reemployment Rights Act (USERRA) by granting a military leave of absence to employees who are absent from work because of service in the U.S. uniformed services. Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable. Military leaves of absence are unpaid, however, employees may use any earned but unused PTO for military leave. Medical benefits can be continued through COBRA as that law applies.

**Application Adopted by the David A. Howe Public Library Board of Trustees  
May 16, 2011.**