



**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

.....  
**PERSONAL INFORMATION: PLEASE PRINT**

**Name** \_\_\_\_\_  
Last First Middle

**Address** \_\_\_\_\_  
Number Street City Zip

**Home Phone** \_\_\_\_\_ **Cell Phone** \_\_\_\_\_

**Email address** \_\_\_\_\_ **Other Contact** \_\_\_\_\_

.....  
**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**

|               |                |                  |                 |               |                 |
|---------------|----------------|------------------|-----------------|---------------|-----------------|
| <b>MONDAY</b> | <b>TUESDAY</b> | <b>WEDNESDAY</b> | <b>THURSDAY</b> | <b>FRIDAY</b> | <b>SATURDAY</b> |
| 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

**Are you legally permitted/authorized to work in the United States?**  yes  no

(New hires will be required to provide proof of eligibility to work in the US prior to start date).

**Have you been convicted of a felony within the last 7 years:**  yes  no

If yes, please explain \_\_\_\_\_

**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

**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.*