



Naples Library

Application for Employment

118 S. Main Street, P.O. Box 157, Naples, N.Y. 14512

Phone: 585-374-2757 Fax: 585-374-6493

Email: napleslibrarydirector@owwl.org

Today's Date:

Name: _____

Street Address: _____

Telephone: _____

Email Address: _____

Are you legally authorized to work in the United States? ___ YES ___ NO

AVAILABILITY: () Mon. () Tues. () Wed. () Thurs. () Fri. () Sat.

Full-time__Part-time__Day__Evening__

EDUCATION:

High School Education:

Did you graduate from high school? ___ YES ___ NO

Do you have a high school equivalency diploma? ___ YES ___ NO

The name of the high school you graduated from is: _____

It is located in (city/state) _____

College Education:

Name of College/University _____

Location of College/University _____

Degree Received _____

Technology Skills:

Are you proficient in keyboard typing YES NO

Are you proficient in programs like Google Suite, Microsoft Office and Canva? YES NO

Other schools or special courses:

Name of school: _____

Location of school: _____

Subject of study: _____

Degree or Certification received: _____

Relevant Work Experience/References:

Employer's Name: _____

Employer's Address: _____

Employer's Telephone Number: _____

Job Title: _____

Date you began employment: _____

Date you left employment: _____

Manner in which employment was terminated:

I was discharged.

I was laid off because of lack of work.

I resigned.

I retired.

Name of supervisor: _____

Describe your job duties: _____

Employer's Name _____

Employer's Address _____

Employer's Telephone Number _____

Job Title _____

Date you began employment _____

Date you left employment _____

Manner in which employment was terminated:

I was discharged.

I was laid off because of lack of work.

I resigned.

I retired.

Name of supervisor _____

Describe your job duties _____

If you have additional relevant work experience, please indicate below.:

This policy may be amended by the Naples Library Board of Trustees at any time.

Adopted by the Naples Library Board of Trustees on April 21, 2015. Revised on March 22, 2016,
February 26, 2020.

