

FAIRPORT PUBLIC LIBRARY

Application for Employment
for **Clerical and Adult Page** Positions

Date of application _____

PERSONAL INFORMATION

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Please check your preference [] Full Time work * [] Part Time work

* **NOTE:** Professional and clerical positions of more than 20 hours per week must be filled from competitive Monroe County Civil Service lists

EDUCATIONAL INFORMATION

School	School Name & Location	Circle Last Year Completed	Major Subjects
Elementary		5 6 7 8	
High School		9 10 11 12	
College		1 2 3 4	
Other			

Special Skills : Check those which apply to you and explain further if appropriate

[] Typing _____ wpm

[] Filing

[] Bookkeeping

[] Computer skills

[] Word Processing

[] Audio-visual equipment? Which? _____

EMPLOYMENT RECORD

List most recent jobs first.

Dates: From - To	Name and Address of Employer *	Job Title	Job Duties	Pay Rate	Reason for Leaving

* May we check with your former employers for references? [] yes [] no

EMPLOYMENT AVAILABILITY

Please put an X in the box for ALL times that you are available for work.

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Morning							
Afternoon							
Evening							

Are you available for work 12 months per year? [] yes [] no

If not, please explain why not

Describe any other limitations on your employment _____

Updated 5/28/2009