



Gowanda Free Library  
56 West Main St.  
Gowanda, NY 14070  
Ph (716) 532-3451  
Fax (716) 532-3415  
gowandalibrary.org

## ***Application for Employment***

### **1. Personal Information**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Position applied for \_\_\_\_\_

Age: (only if under 18) \_\_\_\_ (If you are under 18 be aware you will need to obtain working papers)

If under 18, list school you are attending: \_\_\_\_\_

What is the last grade you have completed: \_\_\_\_\_

Date available: \_\_\_\_\_

Date of this application: \_\_\_\_\_

Are you legally authorized to work in the United States? \_\_\_\_\_

### **2. Availability**

*(Please write the hours you are available each day)*

Mon: \_\_\_\_\_ Tues: \_\_\_\_\_ Wed: \_\_\_\_\_

Thurs: \_\_\_\_\_ Fri: \_\_\_\_\_ Sat: \_\_\_\_\_

### **3. Education**

How many years of high school have you completed? \_\_\_\_\_

Where? \_\_\_\_\_

Did you graduate? \_\_\_\_\_

How many years of undergraduate college have you completed? \_\_\_\_\_

Where? \_\_\_\_\_

Degree(s) & major(s) \_\_\_\_\_

Have you completed any graduate work? \_\_\_\_\_

If so, please give details:

\_\_\_\_\_

Do you have other formal education or certifications? (E.g., Business school, vocational school, etc)

\_\_\_\_\_

\_\_\_\_\_

#### 4. Employment History

*(Fill out if not all of the below information is reflected on your resume)*

**Employer Name:**

\_\_\_\_\_

Job Title/Description:

\_\_\_\_\_

Dates: \_\_\_\_\_ Phone: \_\_\_\_\_

**Employer Name:**

\_\_\_\_\_

Job Title/Description:

\_\_\_\_\_

Dates: \_\_\_\_\_ Phone: \_\_\_\_\_

**Employer Name:**

\_\_\_\_\_

Job Title/Description:

\_\_\_\_\_

Dates: \_\_\_\_\_ Phone: \_\_\_\_\_

#### 5. Special Skills

Do you have any computer experience? \_\_\_\_\_

If so, please specify skills and programs

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other skills and experience that would assist in your job functions:

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## 6. Why would you like to work in the library?

Briefly explain what you think would make you a good fit for the library

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## 7. References

Please list up to three persons whom we may contact to provide references for you. Two can be personal references, and at least one should be a former employer if applicable. Refrain from listing family members if possible.

1. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Relation: \_\_\_\_\_ Phone \_\_\_\_\_

2. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Relation: \_\_\_\_\_ Phone \_\_\_\_\_

3. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Relation: \_\_\_\_\_ Phone \_\_\_\_\_

The Gowanda Free Library is an Equal Opportunity employer: employment and job classification are without regard to race, religion, gender, gender identity, sexual orientation, national origin, disability or age. Furthermore, Gowanda Free Library is an at-will employer.

If you have any questions regarding this job, or about the application, please contact Director- Hayley Wilkins via email at [director@gowandalibrary.org](mailto:director@gowandalibrary.org) or phone 716-532-3451