



Application for Part Time Employment

*Lindenhurst Memorial Library
One Lee Avenue
Lindenhurst, NY 11757
Phone: 631-957-7755 Fax: 631-957-7114
info@lindenhurstlibrary.org*

Thank you for your interest in the Lindenhurst Memorial Library. Completed applications will be kept on file for six months. The Library does not hire for seasonal positions, Full Time positions are hired through Suffolk County Department of Civil Service. You may drop-off, mail, fax or email your application to info@lindenhurstlibrary.org.

Custodian: Responsible for cleaning and maintenance in the building. Custodial duties include, but are not limited to; sweeping, dusting, cleaning glass, mopping floors, polishing wood, taking out trash, setting up and breaking down tables and chairs, moving boxes, and making minor repairs. A high school diploma or equivalent is required.

Page: Page duties include, but are not limited to; shelving library material and setting up for programs. Applicants must be at least sixteen years old, with a working permit required under the age of eighteen.

Library Clerk: Duties include, but are not limited to; circulating and processing library material, directing patrons and phone calls, assisting with Library and outreach services and programs and providing support for program registrations. A high school diploma or equivalent is required.

Computer Technician: Duties include, but are not limited to; monitoring and troubleshooting of computer equipment and printers, updating, upgrading and repairing of computer equipment, assisting in setting up new computer equipment and software, and providing technical support for both staff and public computers. A high school diploma or equivalent is required and one (1) year of technical computer experience.

Library Assistant: Duties vary by department. They include, but are not limited to, assisting librarians with programming, outreach and collection development, conducting craft workshops, preparing displays, performing clerical duties and other support services, and staffing public desks. A Bachelor's degree in any subject is required.

Librarian/Librarian Trainee: Duties vary by department. They include, but are not limited to; providing reference assistance to patrons, assisting them with computer use, ordering books, planning library programs, and providing outreach in the community. Enrollment in an accredited MLS program or completed MLS is required. Librarian candidates must attach a resume to this application.

Security Guard: Guard duties include, but are not limited to; providing protection for the Library, maintaining order by enforcing the rules and regulations, and submitting detailed reports. Applicants must be registered as a guard with the New York State Department of State, Division of Licensing Services and maintain this license throughout employment.

LINDENHURST MEMORIAL LIBRARY

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(Because work schedules include nighttime hours, you must be 16 years of age or older to apply)
The Lindenhurst Memorial Library does not discriminate against any applicant because of race, creed, color, national origin, handicap, sex, age, marital status or sexual preference.

Please Print

Date: _____

Phone Number: _____

Email: _____

Name: _____
Last First Middle Initial

Address: _____

City, State, Zip Code: _____

I possess a social security card and will be able to present it upon employment: Yes/No

If you are under 18 years of age can you furnish a working permit? Yes/No

Position for which you are applying: Page Security Guard** Library Clerk Librarian/Librarian Trainee*(MLS) Library Assistant
Custodian Computer Technician

**This library falls under the aegis of Suffolk County Department of Civil Service. If applying for a librarian position, please denote if you currently have an MLS degree or are enrolled in a MLS Program.*

MLS Enrolled in a MLS Program

** NYS Division of License Service ID # _____ Exp. Date _____

EDUCATION	Name and Location of School	Number of Years Completed	Degree
High School			
College			
Graduate School			

HOURS AVAILABLE (Indicate days of the week and hours am/pm)

LIBRARY EXPERIENCE (Attach separate page if additional space is needed)

Firm Name _____ Supervisor _____
Phone Number _____

Date of Employment _____ Duties _____

OTHER WORK EXPERIENCE (List most recent first)

Firm Name _____ Street Address _____
Town, State, Zip _____

Date of Employment _____ Duties _____

Firm Name _____ Street Address _____
Town, State, Zip _____

Date of Employment _____ Duties _____

Firm Name _____ Street Address _____
Town, State, Zip _____

Date of Employment _____ Duties _____

REFERENCES

1. _____
Name Occupation

Address: Street Town State/ Zip Phone/E-Mail

2. _____
Name Occupation

Address: Street Town State/ Zip Phone/E-Mail

3. _____
Name Occupation

Address: Street Town State/ Zip Phone/E-Mail

I declare, subject to the penalties of perjury, that the statements made in this application (including statements made in any accompanying papers) have been examined by me and to the best of my knowledge and belief are true and correct. I further authorize the Lindenhurst Memorial Library to request information pertaining to my employment and education and expressly release and hold harmless the Library and all parties from any action and claim on the matter of this disclosure provided the Lindenhurst Memorial Library.

Applicant's Signature Date