

# Application for Part Time Employment



*Comsewogue Public Library*  
*170 Terryville Road*  
*Port Jefferson Station, NY 11776*  
Phone: 631-928-1212 Fax: 631-928-6307  
hr@cplib.org

Thank you for your interest in the Comsewogue Public Library. Your completed application will be kept on file for six months and considered for any position for which you are eligible that becomes available during that time. Please note that the Library does not hire for seasonal positions and all Full Time positions are hired through Suffolk County Department of Civil Service. You may drop-off, mail, e-mail or fax your application to the Administration Office.

**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, maintaining the collection 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 vary by department. They include, but are not limited to; circulating and processing library material, directing patrons and phone calls. A high school diploma or equivalent is required.

**Computer Technician:** Duties include 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 which includes monitoring, maintaining or repairing of computer systems.

**Librarian/Librarian Trainee:** Duties vary by department. They include, but are not limited to; providing reference and research assistance to patrons, assisting them with computer use, ordering books and planning library programs. 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. A high school diploma or equivalent is required. Applicants must also be registered as a guard with the New York State Department of State, Division of Licensing Services and maintain this license throughout employment.

# COMSEWOGUE PUBLIC LIBRARY

## Application for Part Time Employment

(Because work schedules include nighttime hours, you must be 16 years of age or older to apply)  
The Comsewogue Public 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  Library Clerk  Librarian/Librarian Trainee \*(MLS)  
 Security Guard \*\*  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 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 Comsewogue Public 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 Comsewogue Public Library.

\_\_\_\_\_  
Applicant's Signature Date