

MONTAUK LIBRARY

871 Montauk Highway
Montauk, NY 11954
631 668-3377

employment@montauklibrary.org

Application for Part-time Employment

Thank you for your interest in employment at the Montauk Library. Your completed application will be kept on file for one year and may be considered for any position for which you are eligible that becomes available during that time. Please note that full-time positions are hired through Suffolk County Department of Civil Service.

You may drop-off, mail, or e-mail your completed application the Library Director.

Part-time positions at the Montauk Library:

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

Library Clerk: Library Clerk duties include, but are not limited to: circulating and processing library material, directing patrons and phone calls, creating library cards and maintaining order in the collection. A high school diploma or equivalent is required.

Library Assistant: Library Assistant duties include, but are not limited to: Assisting with projects as requested by Director, Archivist, Librarians, Network Specialist and Programmers. *Bachelor's Degree is required.*

Librarian/Librarian Trainee: Librarian/Library Trainee duties include, but are not limited to: providing computer, reference, research and reader's advisory assistance to patrons, ordering material and library program coordination. *Enrollment in an accredited MLS program or completed MLS is required. Librarian candidates must attach a resume to this application.*

Custodian/ Handyperson: Custodian duties include, but are not limited to: cleaning and maintaining library restrooms, public spaces, staff areas, program rooms and outdoor spaces plus minor building repairs, painting, room set ups and moving boxes.

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The Montauk Library does not discriminate against any applicant because of race, creed, color, national origin, handicap, sex, age, marital status or sexual preference.

Date: _____

Phone Number: _____

Email: _____

Name: _____

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
 Custodian Library Assistant

**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

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 _____

(over)

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 Firm/Occupation

_____ Phone/E-Mail

2. _____
Name Firm/Occupation

_____ Phone/E-Mail

3. _____
Name Firm/Occupation

_____ 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 Montauk 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 Montauk Library.

Applicant's signature Date