

DATE RECEIVED: \_\_\_\_\_

# Application for the Position of Library Manager at the Gouverneur Library

## DIRECTIONS

Please mail your letter of application with the following items to the address shown below:

- your resume
- completed application form
- letters of recommendation

Request your college credentials, including transcripts, be sent to the address below.

TO: Charlotte Garofalo  
Library Search Committee  
Gouverneur Public Library  
60 Church Street  
Gouverneur, New York 13642

*The Gouverneur Library is an Equal Opportunity Employer.*

## PERSONAL INFORMATION

Last Name	First	Middle	E-mail
Home Address	City/State/Zip		Telephone
Work Address	City/State/Zip		Telephone
Present Employer	Title		

## EDUCATION AND PROFESSIONAL PREPARATION

Graduate Institution	Address	Degree
Total Semester Graduate Credit Hours	Major Subject and Semester Credit Hours	Minor Subject and Semester Credit Hours
Undergraduate Institute	Address	Degree
Total Semester Credit Hours	Major Subject and Semester Credit Hours	Minor Subject and Semester Credit Hours
Undergraduate Institute	Address	Degree
Total Semester Credit Hours	Major Subject and Semester Credit Hours	Minor Subject and Semester Credit Hours
High School	Address	Type of Program

**EMPLOYMENT HISTORY**

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Employment	Location	Type of work	From/To

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**OTHER**

**Community Activities:** \_\_\_\_\_

\_\_\_\_\_

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**Volunteer Activities:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Outside Interests:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- | Yes                      | No                       |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Are you authorized to work in the United States?</b>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Have you ever been convicted of or pled guilty to a crime and/or violation, either a misdemeanor or a felony?</b>   |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Have you ever been dismissed or asked to resign from any position or job?<br/><i>(If yes to either of the last two questions, attach an explanation to this application.)</i></b> |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Have you ever been found guilty of professional misconduct in any state?</b>  |

**REFERENCES**

Please provide three references who are familiar with your work history. You may list supervisors/employers under whom you have taught or worked and others who may have first hand knowledge of your abilities, skills, knowledge, character, and personality.

*Current or most recent supervisor:*

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Phone: \_\_\_\_\_

School/Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Phone: \_\_\_\_\_

School/Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Phone: \_\_\_\_\_

School/Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_

**PHILOSOPHY STATEMENTS AND WRITING SAMPLES**

Please respond briefly, in your own handwriting, to the following:

1. To help us better understand you, please tell us why you are interested in this position.

**2. Share with us your unique abilities which you feel would enhance your success in this position.**

**I hereby declare the information provided by me on this application is true, correct and complete to the best of my knowledge. I understand that if employed, any misstatement, or omission of fact on this application shall be considered cause for dismissal. I hereby authorize any individual, company, or institution listed above with whom I have been associated to furnish the Gouverneur Library with any information concerning my employment.**

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**Date**

**Signature**

**The Gouverneur Library is in compliance with the Educational Amendments of 1972; Title IX, specifically disallowing any practice of discrimination. Compliance Coordinator, may be contacted at 60 Church Street, Gouverneur, New York 13642; Telephone (315) 287-0191**