



3333 Chili Ave, Rochester, NY 14624  
585-889-2200

**Application for Employment:  
Clerical (Part-time)**

**Hours Open:** Monday – Thursday 9am – 9pm  
Friday 9am – 5pm  
Saturday 9am – 5pm (Closed during the summer)  
Sunday 1pm – 4pm (Closed during the summer)

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_  
Town/City: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Highest Grade Completed: \_\_\_\_\_

**References:**

Please list three adults who know you well (excluding relatives).

Name	Phone	Relationship to you
1		
2		
3		

**Work Experience:**

Please describe any volunteer or paid positions you have held in the past three years.

Employer	Dates Employed	Reason for Leaving
1		
2		
3		

**Special Skills**

Please list any additional skills and qualities that would recommend you for a job in the library.

---

---

---

---

---

---

Specific duties and scheduling will be discussed at the job interview.