



# Southworth Library 2022 Teen Summer Job Application

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This position is limited to teens aged 14 – 18 who have not yet graduated and preference is given to first time employment.

Please complete the application in its entirety and answer all questions completely. FEEL FREE TO USE ADDITIONAL PAPER OR THE BACK OF THE APPLICATION IF SPACE IS NEEDED. You will be responsible for transportation to and from the job. Valid NYS Working papers are required.

DATE OF APPLICATION \_\_\_\_\_ GRADE IN FALL 2022 \_\_\_\_\_ AGE \_\_\_\_\_

FULL NAME \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ CELL OR ALT. PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

The job constitutes a commitment of 70 hours during the summer, usually around 9-12 hours a week during July - August. Vacations are allowed but need to be scheduled in advance.

AVAILABLE and UNAVAILABLE HOURS/DAYS:

\_\_\_\_\_

Why are you interested in the summer job program at the library?

\_\_\_\_\_

What experiences and/or skills will you bring to the library as an employee? For example, what are your favorite interests, hobbies, classes, and extracurricular activities?

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\_\_\_\_\_

One part of this internship will involve assisting with programs for people in a wide age range. Describe any experience you may have working with children, other teens or adults

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Another part of this job may involve tracking statistics and online promotion of the program. Describe your experience and/or comfort level with social media sites and computer software such as Microsoft Office or Google Docs, Sheets etc

\_\_\_\_\_

\_\_\_\_\_

Please include any Job or life experiences that would apply (previous employment or volunteering, event planning or participation such as school play, clubs or scouts):

Employer or affiliation	Job Title & Main Duties	Dates

PERSONAL REFERENCES [NO FAMILY MEMBERS]

Name	Complete Mailing Address	Telephone Number

Is there anything else you would like us to know as we consider your application?

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I certify that information contained in this application is true and correct:

*Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

Please return this application to the Front Desk at the Southworth Library by June 10, 2022. If your application is selected for further review, you will be contacted for an interview during the week of June 13. If you are not contacted, we would like to thank you for applying and wish you best of luck.