

APPLICATION FOR EMPLOYMENT

POSITION: LIBRARY ASSISTANT / CHILDREN'S LIBRARIAN

Date: _____

PERSONAL INFORMATION

Name: _____
Last First Initial

Address: _____
Street City ZIP

Home Phone: _____ Alternate Phone: _____

In case of emergency. Notify:

Name Phone

Have you read and understood the job description for Library Assistants (see attached)? ☐ Y or ☐ N

Do you have any physical limitations which would require special accommodations to enable you to carry out essential functions of the position as given in the job description? ☐ Y or ☐ N

If yes, please describe:

Can you travel if a job requires it? ☐ Y or ☐ N

Have you been convicted of a felony within the last 7 years? ☐ Y or ☐ N

Conviction will not necessarily disqualify an applicant from employment

If yes, please explain: _____

PERSONAL REFERENCES: Please give two references, other than relatives.

Name _____ Name _____

Position _____ Position _____

Company _____ Company _____

Address _____ Address _____

Phone _____ Phone _____

SCHEDULE

Library assistant positions are part-time. Once a schedule is set, the employee is not expected to request a change except for illness or emergency. The assistant will also be asked to occasionally fill in for another employee in the event of an absence or when needed.

The library is open Mon. 12:30PM-7:30PM; Tues.9AM-12PM; Wed.12:30PM-8PM; Fri.12:30PM-5:30PM. This position requires evening shifts - Mon. 5PM- 7:30PM and Wed. 5PM-8PM.

Days/hours available to work:

No Preference _____

Mon _____

Thu _____

Tue _____

Fri _____

Wed _____

EDUCATION

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION	NUMBER OF YEARS COMPLETED	DEGREE / DIPLOMA
High School				
College / University				
Vocational School				

Indicate any foreign languages you can speak, read, and/or write:

	Fluent	Good	Fair
Speak			
Read			
Write			

WORK EXPERIENCE

Please list your previous work experience, beginning with your most recent job held. **Attach additional sheets if necessary.**

Name of Employer: _____	Employment Dates -- From: _____ To: _____
Address: _____	Position Held: _____
City, State, Zip: _____	
Phone: _____	May we contact this employer? <input type="checkbox"/> Y or <input type="checkbox"/> N
Reason for Leaving: _____	
List the jobs you held, duties performed, and skills used or learned: _____	

Name of Employer: _____	Employment Dates -- From: _____ To: _____
Address: _____	Position Held: _____
City, State, Zip: _____	
Phone: _____	May we contact this employer? <input type="checkbox"/> Y or <input type="checkbox"/> N
Reason for Leaving: _____	
List the jobs you held, duties performed, and skills used or learned: _____	

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Please state here any additional experience, skills, knowledge and personal attributes you feel make you uniquely suited to this position:

I hereby certify that the information given by me is true and correct to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "*at will*" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "*at will*" employment relationship may not be changed by any written document or by conduct unless such a change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature

Date

Assistant/ Children's Librarian

Job Description

Under general supervision,

- Performs paraprofessional work including circulation and clerical duties.
- Provides direct assistance to library patrons through procedures requiring knowledge of computer operations.
- Performs related duties as required.
- Performs simple maintenance duties as needed.

Typical Duties

Duties may include, but not limited to,

- Keeping the children's sections (preschool through young adult) orderly and inviting, including weeding materials in those sections.
- Cataloging, processing and shelving all new children's purchases.
- Planning and carrying out 10 story hours per year, including a craft and snack for each program.
- Planning and arranging the Children's Summer Reading Program. May use program from Nebraska Library Commission or develop one yourself.
- Decorating library entry table monthly with theme and books for all ages.
- Delivering and presenting a certificate and book to families with a newborn to welcome new babies in the community.
- Assisting patrons in finding materials, instructing patrons in using the online public access catalog (OPAC), and assisting patrons on the public computers, copy machine and fax machine.
- Shelving returned materials.
- Issuing new library cards and registering new patrons in the computer system.
- Attend monthly library board meetings with a written report or submit the written report in your absence.
- Assisting Librarian as needed.
- Cleaning, vacuuming, and minor maintenance.
- Filling in for the Librarian when requested.

Knowledge, Skills and Abilities

- Knowledge of the organization of the library.
- Ability to communicate effectively with the general public.
- Ability to use a computer.
- Ability to present storytelling session to groups of children.
- Knowledge of age appropriate materials and activities for youth.
- Skill in searching for materials and information online.
- Ability to repair and process library materials.