

APPLICATION FOR EMPLOYMENT

POSITION: LIBRARY ASSISTANT

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: _____

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.

The library is open Mon.-Thur. 10-7, Fri. 10-5 Sat. 10-2 Sun. -closed.
This position requires evening and weekend shifts.

Days/hours available to work:

No Preference _____

Mon _____ Thu _____

Tue _____ Fri _____

Wed _____ Sat _____

Approximately how many hours can you work weekly? _____

EDUCATION

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

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? [] Y or [] 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? [] Y or [] 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? [] Y or [] 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.

Signature

Date

LIBRARY ASSISTANT

DESCRIPTION OF WORK

General Statement of Duties: Under general supervision, performs paraprofessional work including circulation and clerical duties, and provides direct assistance to library patrons through procedures requiring knowledge of computer operations; performs related duties as required.

Supervision Received: Works under the general and administrative supervision of the Librarians and Senior Library Assistants.

Supervision Exercised: May provide work direction to Library Aides in Librarians' absence.

TYPICAL DUTIES PERFORMED

The listed examples may not include all duties performed by all positions in this class. Duties may vary somewhat from position to position within a class.

- >Assists patrons by checking materials in and out, processing items on hold, and notifying patrons of the status of their requests; collects patron fines; assesses fines for damaged materials; issues new and replacement library cards; registers new patrons on the regional computer system circulation function.
- >Assists patrons in locating materials and instructs patrons in the use of databases and the public access on-line catalog (PAC.)
- >Answers reference questions, records and refers questions which need further work by librarian.
- >Instructs patrons on PAC use to initiate interlibrary loan requests; advises patrons of any restrictions which may apply to items they wish to request on interlibrary loan; refers non-region requests to librarian.
- >Assists patrons in the use of patron access personal computers and other patron access equipment.
- >May process interlibrary loan requests for materials from local patrons; work with computer-generated interlibrary loan reports; place item-specific requests against materials owned by other libraries in the region; communicate with other regional interlibrary loan staff on problems; request additional patron input when substitutions may be necessary; and process incoming materials from regional delivery van.
- >May assist with planning and presenting story hours for preschool children, including selecting materials for use, selecting videos for story hour use, preparing props, planning crafts, and purchasing craft materials upon approval of the children's librarian; using felt board, finger plays, drawing board and other storytelling materials.
- >May assist with summer reading program and special programs.
- >May test, clean and repair audio-visual materials.
- >Operates copy machine for patrons on request, instructs patrons on operation of copy machine, and makes photocopies for in-house use; performs minor maintenance on copier.
- >May process newly catalogued materials for shelving, applying identifying stamp, protective covers, etc.
- >Opens and closes the library including turning equipment on/off, unlocking/locking doors, etc.
- >Shelves returned materials and maintains order on shelves as needed.
- >Answers phone as necessary.