



Jefferson Public Library

200 West Lincoln Way
Jefferson, IA 50129

Application for Employment

PLEASE PRINT IN INK

Date: _____

Position(s) applying for: _____

PLEASE NOTE: *If there is not a job opening at the Library at the time you complete and return this application, it is your responsibility to inform the Library Director in writing that you are interested in having your application considered when there is an advertised job opening at the Library. Your completed application and resume will be kept on file at the Library for 90 days.*

CONTACT INFORMATION

Name: _____
(Last) (First) (Middle)

Address: _____
(# & St.)

Address: _____ Phone: _____
(City, State) (Zip)

Email address: _____

Date available for employment: _____

Circle the weekdays you are available: Mon Tues Wed Thurs Fri Sat

Check hours you are available: morning ___ afternoon ___ evening ___ Saturday ___

Are there any specific times that you cannot work?

EDUCATION AND TRAINING

Are you currently a full-time student? Yes No Age (***only if under age 18***) _____

Circle highest grade completed: 6 7 8 9 10 11 12 College: 1 2 3 4 +

Do you have a high school diploma or equivalent? Yes No

School Name and Location	Course of Study	Dates	Degree
_____	_____	_____	_____
_____	_____	_____	_____

Please describe your educational background that qualifies you for the job for which you are applying. (*You may wish to include high school, college degrees, special technical, or post-graduate work and in-service training, military training, volunteer or community service, etc.*)

Please describe any personal qualities, characteristics or interests which you think might be helpful in the job for which you are applying:

PREVIOUS WORK EXPERIENCE

Briefly describe your experience with the following:

Working with the following age groups:

Children:

Teens:

Parents/Working Adults:

Seniors:

Taking money, making change, cash register:

Answering an office telephone system:

Planning and presenting an educational or informational program:

Making crafts or decorations:

Writing or creating promotional materials:

Describe any previous library work or volunteer experience:

Please write a brief paragraph stating why you would like to work at the library:

LIBRARY SKILLS

By numbering 1, 2, 3 & 4, put the following in the right order:

- | | | |
|--------------|-----------------------|--------------|
| A. | B. | C. |
| ___ 914.4137 | ___ Peters, Elizabeth | ___ 001.4902 |
| ___ 914.0004 | ___ Peters, Ellis | ___ 014.800 |
| ___ 914.4 | ___ Peterson, Emma | ___ 013.404 |
| ___ 914.041 | ___ Petersen, Eva | ___ 014.009 |

To learn more about the Jefferson Public Library mission in the community and its collections, programs, services, you are invited to self-tour the library and visit the library's website at www.jefferson.lib.ia.us and Facebook page.

TECHNICAL SKILLS

Circle all that you have previous experience with and are proficient in using:

ILS / Automated system / circulation management software: _____

Internet: web searches email Other: _____

Software: Microsoft Word Excel Power Point Publisher
 Canva Other: _____

Website design, development and management software: _____

E-book mobile applications for: Kindle Android Tablet iPad

Gaming platforms: PlayStation wii Other: _____

Virtual reference technologies: _____

Office Equipment: photocopier FAX Scanner Photo kiosk
 Media projector Other: _____

Social Media: Facebook Other: _____

Video Conferencing: Zoom Skype Other: _____

Indicate your general knowledge and proficiency with technology & equipment:

____ Excellent ____ Good ____ Average ____ None

____ Limited in skills and/or experience, but willing to learn

Describe your ability to instruct others in any of the above programs and equipment:

Other technical skills, training or experience:

EMPLOYMENT HISTORY

Have you ever been known by any other name(s) that this company will require to verify any of the information on this application? _____

Please list all part-time and full-time positions, giving present or most recent position first. Include self-employment and military service. Additional sheets may be added if needed.

Current Employer: _____ Salary _____ per _____
Starting date: _____ Supervisor's Name: _____
Employer's Address: _____ Phone: _____
Position: _____ Main Duties: _____

Any promotions received: _____ Supervisory responsibilities? Yes No
May we contact this employer for a reference in regard to your character, work record, qualifications or abilities? Yes No *If you answer "no" and we need to contact your present employer before we can offer you a job, we will contact you first.*

Previous Employment History:

Dates Worked: from _____ to _____ Ending Salary _____ per _____
Employer's Name: _____ Supervisor's Name: _____
Employer's Address: _____ Phone: _____
Position: _____ Main Duties: _____

Any promotions received: _____ Supervisory responsibilities? Yes No
Reason for Leaving: _____
May we contact this employer for a reference? Yes No

Dates Worked: from _____ to _____ Ending Salary _____ per _____
Employer's Name: _____ Supervisor's Name: _____
Employer's Address: _____ Phone: _____
Position: _____ Main Duties: _____

Any promotions received: _____ Supervisory responsibilities? Yes No
Reason for Leaving: _____
May we contact this employer for a reference? Yes No

Dates Worked: from _____ to _____ Ending Salary _____ per _____
Employer's Name: _____ Supervisor's Name: _____
Employer's Address: _____ Phone: _____
Position: _____ Main Duties: _____

Any promotions received: _____ Supervisory responsibilities? Yes No
Reason for Leaving: _____
May we contact this employer for a reference? Yes No

Employment History continued:

Dates Worked: from _____ to _____ Ending Salary _____ per _____
Employer's Name: _____ Supervisor's Name: _____
Employer's Address: _____ Phone: _____
Position: _____ Main Duties: _____

Any promotions received: _____ Supervisory responsibilities? Yes No
Reason for Leaving: _____
May we contact this employer for a reference? Yes No

Dates Worked: from _____ to _____ Ending Salary _____ per _____
Employer's Name: _____ Supervisor's Name: _____
Employer's Address: _____ Phone: _____
Position: _____ Main Duties: _____

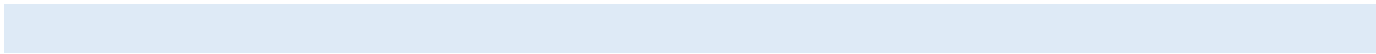
Any promotions received: _____ Supervisory responsibilities? Yes No
Reason for Leaving: _____
May we contact this employer for a reference? Yes No

ADDITIONAL REFERENCES

List two personal references, who are **not** relatives or former employers, who are familiar with your work habits and character. (*i.e. current or former co-worker, friend, etc.*)

Name _____ City/State _____ Phone _____
_____ (wk)
_____ (home)
What is the best time to call? ___ morning ___ afternoon ___ evening
What is your association with this person? _____

Name _____ City/State _____ Phone _____
_____ (wk)
_____ (home)
What is the best time to call? ___ morning ___ afternoon ___ evening
What is your association with this person? _____



OTHER

If required for the job for which you are applying, do you have a valid driver's license? Yes No

Has your driver's license been suspended or revoked during the past year? Yes No
If yes, please explain: _____

Are you legally eligible to work in the United States? Yes No
Proof of citizenship or immigration status will be required upon employment.

Have you ever been discharged or asked to resign from employment? Yes No

Have you ever been convicted of a felony related to the job you are applying for? Yes No

Are you a U.S. Veteran, member of the Reserves or National Guard? Yes No

If selected for employment are you willing to submit to a background check? Yes No

Please read the job description thoroughly. Is there any reason why you would be unable to perform the essential functions of the job for which you are applying? Yes No
If yes, please explain: _____

This application must be fully completed and signed to be considered for employment at the Jefferson Public Library. **You may attach a resume** to your completed application.

CERTIFICATE OF APPLICANT

I certify that all statements made in this application are true and complete to the best of my knowledge. I understand that intentional false statements made on this application will eliminate me from further consideration for employment or will be grounds for dismissal. I authorize the City of Jefferson and all employers previously authorized in this application to conduct or participate in any investigation of my personal background, work history and policy record as may be necessary to verify the information provided in my employment application and to determine my fitness to hold the position for which I have applied.

I understand that if I am hired, I will be expected to comply with the requirements of the Immigration Reform and Control Act of 1986 by providing verification of identity and employment eligibility per provisions of the Act.

Signature: _____ Date: _____

The Jefferson Public Library is a department of the City of Jefferson,
an Equal Opportunity/Affirmative Action Employer