



# 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.

\_\_\_ 914.4137  
\_\_\_ 914.0004  
\_\_\_ 914.4  
\_\_\_ 914.041

B.

\_\_\_ Peters, Elizabeth  
\_\_\_ Peters, Ellis  
\_\_\_ Peterson, Emma  
\_\_\_ Petersen, Eva

C.

\_\_\_ 001.4902  
\_\_\_ 014.800  
\_\_\_ 013.404  
\_\_\_ 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](http://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:** \_\_\_\_\_

Starting date: \_\_\_\_\_ Salary \_\_\_\_\_ per \_\_\_\_\_

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:

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

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

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

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

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## 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.*)

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

<u>Name</u>	<u>City/State</u>	<u>Phone</u>
_____	_____	_____ (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