



# 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:

*Check the skills that you have previous experience with:*

Taking money  making change  using a business office phone system

*Describe your previous experience with:*

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](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              wifi

Software:      Microsoft Office Suite:      Word              Excel      Power Point              Publisher

Google Office Suite:      Sheets              Docs              Forms              Meet

Graphics:      Canva              Adobe              Other: \_\_\_\_\_

Website design, development and management software: \_\_\_\_\_

E-book mobile applications for:                      Kindle              Android Tablet              iPad

Gaming platforms:      PlayStation              Nintendo wii or Switch              Other: \_\_\_\_\_

Office Equipment:      photocopier                      FAX              Scanner                      Photo kiosk

   media projector                      Other: \_\_\_\_\_

Social Media:              Facebook                      Other: \_\_\_\_\_

Video Conferencing:      Zoom                      Skype                      Other: \_\_\_\_\_

Virtual reference technologies such as Brainfuse, Ancestry.com, Transparent Language, Greene County History Digital Archives, Job Now/Vet Now, 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? \_\_\_\_\_

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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.

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

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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.*

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### **Previous Employment History:**

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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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

**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

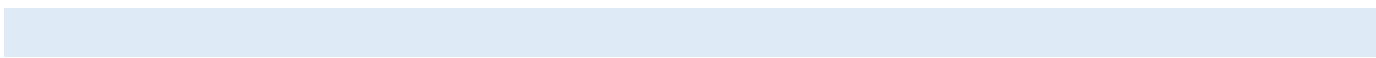
How did you hear of an available position at the Library? Library website, Facebook, newspaper, word of mouth, other: \_\_\_\_\_

**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