



APPLICATION FOR EMPLOYMENT

715-223-3920
http://www.abbotsfordpl.org/

POSITION: LIBRARY ASSISTANT

(Applicants may be tested for illegal drugs) **Date:** _____

Applicant Information – Please Print all info except signature

Full Name: _____
Last First M.I. Maiden name

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Years at present address: _____ If under 18 please list age: _____

Phone: _____ Email: _____

Date Available: _____ Social Security No.: _____

SCHEDULE

Library assistant position is part-time, an average of 15 hours per week. 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., Tues., Wed., Thurs. 9AM-7PM; Fri. 9AM-5PM; Sat. 9AM-12PM (Sept. through May, no summer Saturdays). This position requires evening and weekend shifts. This position requires working shifts solo, as only staff in building.

The staff that previously held this position worked Mon. 3-7pm, every other Wed. 3pm-7pm, Fri. 10am-5pm, and one to two Saturdays a month.

Days/hours available to work:

Mon: _____ Tue: _____ Wed: _____
Thur: _____ Fri: _____ Sat: _____

Do you have a minimum or maximum number of hours can you work weekly? _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you read and understood the job description for Library Assistant? YES NO _____

Have you ever been convicted of a crime? YES NO

If yes, explain: _____

Do you have a valid driver's license? YES NO

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list two professional references below.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment History

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

If still employed, may we contact your current supervisor? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain:

Disclaimer and Signature

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.

Disclaimer and Signature

*I certify that my answers are true and complete to the best of my knowledge.
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Signature: _____ Date: _____

Abbotsford Public Library
P.O. Box 506
203 North First St.
Abbotsford WI 54405