

Part-Time Employment Application

Arthur Public Library District

Applicants are considered for all positions without regard to race, religion, sex, nationality, age, marital or veteran status, or the presence of non-related medical condition or handicap.

Position Information

Date of Application: _____

Position Applied For: _____

Personal Information

Name (First Middle Last):

Address (Street, City, State, Zip):

Telephone: _____ Email: _____

Education

High School or GED:

College/Other Training:

Skills

Please check all that apply:

[] Comfortable using email, internet search, (Google Drive,)

[] Familiar with Microsoft Office or Google Workspace (Docs, Sheets, Slides)

[] Able to assist patrons with eBooks, audiobooks, and library apps

[] Able to assist patrons with photo copy equipment

[] Social media skills (Facebook, Instagram, etc.)

[] Experience with library catalog systems or databases

[] Other computer/technical skills: _____

Availability

How many hours per week are you available? _____

Can you work evenings? ☐ Yes ☐ No

Can you work Saturdays? ☐ Yes ☐ No

References

Please list one reference:

Name: _____ Relationship: _____ Phone: _____

Certification

I certify that the information contained in this application is correct to the best of my knowledge. I understand that falsifying information is grounds for refusing to hire me, or for discharge should I be hired.

Signature: _____ Date: _____