



## EMPLOYMENT PREVIEW

We are pleased that you are interested in employment with the  
Chatham Area Public Library .  
Please allow us to preview what you can expect while working for the Library.

Public libraries are the center of knowledge where people of all ages, backgrounds, and beliefs come together in discovery and awareness.

Helping to make connections and community impact while working in a library can be one of the most interesting and satisfying jobs in the world! Many employees have told us that they did not fully understand what library employees did behind the scenes and were surprised to find that library work is hard work and it can be fast paced and even strenuous at times.

### **We require a welcoming attitude**

We expect all patrons to be treated with dignity, respect, and an friendly attitude, at all times, and under all circumstances. We also expect employees to be alert and interested in helping patrons, providing information, and helping with selections upon request.

### **What can I expect when serving the Public at the Chatham Area Public Library?**

Library work is more than reading books. It involves making sure that materials are available and easy for the patrons to find. It involves dusting, straightening, restocking and moving materials. Of course, this job may require that you are on your feet, lifting, and bending, as well as regular computer use.

### **Description of positions**

*Page (ages 16-College):* Involves sorting and shelving Library materials and keeping the library organized. Shelving requires attention to detail and is repetitive. Pages also assist library circulation assistants.

*Computer Lab Monitor (adult and page-level position):* Supervise the computer lab, assist patrons with basic computer problems/questions and accept/record printing fees. Other duties include assisting with projects from other departments.

*Library Circulation Assistant:* Work directly with Library patron and complete a variety of duties involving Library cards and accounts, borrowing and returning Library material, shelving and other projects as assigned.

*Specialists:* Areas such as: Reference Librarian, Children's Coordinator, Technical Services Supervisor, Circulation Supervisor, Information Technology Supervisor, Bookkeeper, Custodian and Director.

### **Application Instructions**

Please submit completed application forms in one of the following ways:

- Hand it in at the circulation desk
- Fax it to: 483-2361
- Mail it: 600 E. Spruce Street  
Chatham, IL 62629

# Chatham Area Public Library District APPLICATION FOR EMPLOYMENT

An **Equal Opportunity Employer**

Please print in black or blue ink

Date: \_\_\_\_\_

\_\_\_\_\_  
Last (print above)                      First                      Middle

\_\_\_\_\_  
Address (street, apt. #)

(\_\_\_\_) \_\_\_\_\_  
Phone: Home

\_\_\_\_\_  
City, State, Zip Code

(\_\_\_\_) \_\_\_\_\_  
Phone: Cell

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Drivers License #(include state)

|                                                                                                                                                    |                                                                   |                                                                                               |
|----------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| Can you provide proof of eligibility to work in the U.S. after an offer of employment?<br><input type="checkbox"/> Yes <input type="checkbox"/> No | List any other names under which you have been employed:<br>_____ | Are you at least 18 years of age?<br><input type="checkbox"/> Yes <input type="checkbox"/> No |
|----------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|

How did you learn about employment at our library?  Referral (Name: \_\_\_\_\_)  
 Walk-in                       Newsletter                       Newspaper ad                       Other: \_\_\_\_\_

Have you ever applied to or worked in this library before?  Yes     No    If "yes," when: \_\_\_\_\_

Why would you like to work here? \_\_\_\_\_

## POSITION DESIRED

Are you interested in: (Mark all that apply)

Full-time (36 + hours/week)  
 Part-time (20-35 hours/week)  
 Half-time (under 20 hours/week)  
 Substitute (as needed)

Minimum salary requirement: \_\_\_\_\_

Date available to start: \_\_\_\_\_

Please select the position (s) you are interested in from the form below. You will be considered only for those for which you are qualified.

Page (ages 16-college)  
 Computer Lab Monitor  
 Library Circulation Assistant  
 Specialist (check below):

|                                                   |                                        |
|---------------------------------------------------|----------------------------------------|
| <input type="checkbox"/> Reference Librarian      | <input type="checkbox"/> IT Supervisor |
| <input type="checkbox"/> Children's Coordinator   | <input type="checkbox"/> Bookkeeper    |
| <input type="checkbox"/> Tech Services Supervisor | <input type="checkbox"/> Custodian     |
| <input type="checkbox"/> Circulation Supervisor   | <input type="checkbox"/> Director      |

Other: \_\_\_\_\_

Hours available:

Flexible (available any day, any time)  
 Or indicate days and hours available to work below:

|           | Mornings                 | Afternoons               | Evenings                 |
|-----------|--------------------------|--------------------------|--------------------------|
| Monday    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Tuesday   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Wednesday | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Thursday  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Friday    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Saturday  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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## EMPLOYMENT RECORD

1. \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_  
Name of Employer Address Phone

Employed (mo/yr) Starting Salary: Ending Salary: Supervisor: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Job Title: \_\_\_\_\_

Duties: Reason for leaving:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_  
Name of Employer Address Phone

Employed (mo/yr) Starting Salary: Ending Salary: Supervisor: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Job Title: \_\_\_\_\_

Duties: Reason for leaving:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_  
Name of Employer Address Phone

Employed (mo/yr) Starting Salary: Ending Salary: Supervisor: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Job Title: \_\_\_\_\_

Duties: Reason for leaving:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

May we contact your previous employers as a reference?  Yes  No If no, why? \_\_\_\_\_

## ACTIVITIES

List any activities and other information you feel would be of use in evaluation of your qualifications for the position that you seek (clubs, organizations). Do not list information revealing race, religion, color, national origin, sex, age or ancestry.

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## EDUCATION

Check highest grade completed:

|                          |                          |                          |                          |                          |                          |                          |                          |                          |                          |                          |                          |                          |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6                        | 7                        | 8                        | 9                        | 10                       | 11                       | 12                       | 1                        | 2                        | 3                        | 4                        | 5                        | 6                        |
| Middle School            |                          |                          | High School              |                          |                          |                          | College                  |                          |                          |                          |                          |                          |

List all schools attended: high school and above, technical/vocational, college, military, etc.

| School (write below)               | Years attended | Did you graduate                                            | Degree Received |
|------------------------------------|----------------|-------------------------------------------------------------|-----------------|
| Name: _____<br>_____<br>City State |                | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |                 |
| Name: _____<br>_____<br>City State |                | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |                 |
| Name: _____<br>_____<br>City State |                | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |                 |

### **Special Skills:**

Please describe your knowledge and experience in using a computer. Please list any computer programs you have worked with:

Please describe additional skills, training, or abilities you would like to have considered when evaluating your qualifications:

## PROFESSIONAL REFERENCES (preferably work-related)

| NAME | OCCUPATION | RELATIONSHIP | PHONE NUMBER | EMAIL | YEARS KNOWN |
|------|------------|--------------|--------------|-------|-------------|
|      |            |              |              |       |             |
|      |            |              |              |       |             |
|      |            |              |              |       |             |

Chatham Area Public Library District  
**APPLICATION FOR EMPLOYMENT**  
An Equal Opportunity Employer

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**APPLICANT AGREEMENT: RELEASE AND CERTIFICATION**  
**Please read before signing.**

I hereby certify the information provided in this employment application is true, correct, and complete to the best of my knowledge. If hired, any misstatement or omission of fact on this application may result in my termination of employment without notice or benefits, regardless of how or when discovered.

I authorize the investigation of all statements and information contained in this application. If an employment relationship is established, I understand that employment with the Chatham Area Public Library District is for no fixed period of time and if hired, I acknowledge that I have the right to terminate employment with or without advance notice for any reason or no reason at all at anytime, and that the Chatham Area Public Library District retains the same right.

I acknowledge that I have read the above statements and hereby grant permission to verify the information supplied on this application for employment and employment related documents I have provided.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please supplement this record with a resume, references or any additional information that you feel will aid in our evaluation of your qualifications.

*Thank you for your interest in employment with the Chatham Area Public Library*

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**For office use only:**

Position Title: \_\_\_\_\_ Date: \_\_\_\_\_  
Hired:  Yes  No Start Date: \_\_\_\_\_  
Wage: Hourly \$ \_\_\_\_\_ Hours per week \_\_\_\_\_  
Estimated End of Orientation Date: \_\_\_\_\_ Scheduled days/shifts: \_\_\_\_\_

Forms:

|              |       |                     |       |
|--------------|-------|---------------------|-------|
| Federal W-4  | _____ | Emergency Contact   | _____ |
| IL State W-4 | _____ | Drug/Alcohol Policy | _____ |
| I-9          | _____ | Direct Deposit      | _____ |