

Chatham Area Public Library District

PAGE EMPLOYMENT PREVIEW

Please allow us to preview what you can expect while working for the Library.

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.

What qualifications are needed?

Candidates will be screened for the following abilities to:

- Communicate effectively with staff and patrons, and to follow written and verbal instructions accurately.
- Sort materials alphabetically and numerically, including numbers with decimals. (Student Assistants will learn Dewey decimal and other sorting methods through on-the-job training. However, candidates must have the ability to sort by alphabet and by numbers in decimal form and to follow basic written instructions. Candidates will be tested for these skills.)
- Be able to learn and apply basic procedures for the Library's automated circulation and catalog systems.
- Be able to perform repetitive tasks with sustained alertness and accuracy.
- Be able to physically perform the duties of the positions which include: standing for long periods of time on hard surfaces, bending, stooping, reaching overhead and under shelves, grasping materials of varying width, and pushing full book carts.
- Work as a team member with employees and patrons.
- Ask questions when unsure of policies and procedures.

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

If a job at the Library interests you, we welcome you to complete the following Page Employment Application. Thank You!

Chatham Area Public Library District PAGE APPLICATION FOR EMPLOYMENT

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Please print in black or blue ink

Date: _____

Last (print above) First Middle Social Security Number

Address (street, apt. #) (_____) _____
Phone: Home

City, State, Zip Code (_____) _____
Phone: Cell

Email Address Drivers License #(include state)

Parent/Guardian's name (if under 18): _____ Phone: _____

Do you have reliable transportation? <input type="checkbox"/> Yes <input type="checkbox"/> No	If under 18, do you have your parent's permission to work? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you at least 16 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Why would you like to work here? _____

Minimum salary requirement: _____ Date available to start: _____

Have you ever been convicted of a crime other than a minor traffic violation? Yes No

Note: A conviction record will not be a bar to employment; factors such as age, time of offense, nature of violation and rehabilitation will be taken into account.

If YES, state the date, place and nature of the offense(s): _____

AVAILABILITY

It is very important to be at work, on time, on the days you are scheduled for shifts. While completing this portion of the application, think about what times you are available to work. What would be the impact if you were hired to work the hours you indicate? Would you be able to do this schedule on an ongoing basis?

Pages work 11.5 hours during the school year. They work 2 days during the week, and alternating Friday and Saturdays.

Are you available for employment up to 32 hours during the summer? Yes No

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

- | | |
|-----------|------------------------------------|
| | During
School Year |
| Monday | <input type="checkbox"/> 4:15-8:15 |
| Tuesday | <input type="checkbox"/> 4:15-8:15 |
| Wednesday | <input type="checkbox"/> 4:15-8:15 |
| Thursday | <input type="checkbox"/> 4:15-8:15 |
| Friday | <input type="checkbox"/> 3:15-5:15 |
| Saturday | <input type="checkbox"/> 8:45-4:15 |

- Reminder: consideration will be given to those that have flexibility in their availability.

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EMPLOYMENT RECORD (please list all employment and/or volunteer opportunities)

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? _____

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EDUCATION

Check highest grade completed:	<input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6			
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;">Middle School</td> <td style="width: 33%; text-align: center;">High School</td> <td style="width: 33%; text-align: center;">College</td> </tr> </table>	Middle School	High School	College
Middle School	High School	College		

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

School (write below)	Year graduated or will graduate?	Name:	Year graduated or will graduate?
Name: _____ City _____ State _____		Name: _____ City _____ State _____	

Skills and Activities:

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

Please list all activities (clubs/organizations/sports) in which you participate:

Do these activities require time off during evenings or Saturdays? Yes No
If yes, when: _____

Please list any honors or awards received:

REFERENCES (preferably work or volunteer related)

NAME	OCCUPATION	RELATIONSHIP	PHONE NUMBER	EMAIL	YEARS KNOWN

Chatham Area Public Library District
PAGE APPLICATION FOR EMPLOYMENT
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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

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	_____

The below named student has entered the application process for a paid position (11.5 hours per week) as a Page at the Chatham Area Public Library.

As part of the application process the student is asked to give this evaluation form to a teacher or employer to fill out. Please take a moment to fill out the evaluation for the student. We ask you to seal the evaluation in the envelope included and return it to the student for inclusion in their application packet.

Thank you.

Amy Ihnen, Director
Director@chathamlib.org
Chatham Area Public Library

Student Name _____

Punctuality – Arrives to class/work on time.

Needs Improvement	1	2	3	4	5	Meets Expectations
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Dependability – Is rarely absent.

Needs Improvement	1	2	3	4	5	Meets Expectations
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Initiative – Handles own situations and problem solves.

Needs Improvement	1	2	3	4	5	Meets Expectations
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Accuracy – Completes work correctly.

Needs Improvement	1	2	3	4	5	Meets Expectations
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Efficiency – Maintains consistent and productive output.

Needs Improvement	1	2	3	4	5	Meets Expectations
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Cooperation – Works well with others.

Needs Improvement	1	2	3	4	5	Meets Expectations
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Flexibility – Is willing to adapt.

Needs Improvement	1	2	3	4	5	Meets Expectations
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Comments:

Signed Name _____ Institution _____

Printed Name _____

Contact Number _____