

Columbus Junction Public Library Job Application

Name:(first,last) _____

Address: _____

City,State,Zip code: _____

Telephone: _____

email: _____

If under age 18,please state age: _____

I certify that I am a U.S. citizen, permanent resident, or a foreign national with authorization to work in the United States. Yes _____ No _____

Have you ever been convicted of, or entered a pleas of guilty, no contest, or had a withheld judgment to a felony? Yes _____ No _____

Explanation: _____

I give my permission for the Columbus Junction Public Library/City of Columbus Junction to conduct a background check. Yes _____ No _____

Education background:_(high school graduation –technical training, college hours or graduation.) _____

Work experience and previous employer – please list 2.

Company: _____

Company address: _____

Phone number: _____

List job duties: _____

Name of supervisor: _____

Reason for leaving: _____

Company: _____

Company address: _____

Phone number: _____

List job duties: _____

Name of supervisor: _____

Reason for leaving: _____

Please list any computer skills or other office skills you feel you can bring to a new job:

A library assistant position is considered part time.

Are you interested in working part time hours that may vary during the week and from week to week? (Schedules do become somewhat settled after a time of orientation.)

Are you interested in working Saturday mornings on a rotating basis?

Are you willing to be flexible with fellow staff members by swapping hours occasionally?

Are you willing to learn how to use all the various automated machines we have here: computers, copy machine, fax machine etc.in order for the orderly day to day operations of the Library and assisting our many and varied Library customers?

Do you have any work type restrictions that would limit you from lifting over 10 pounds, reaching over your head or bending and squatting?

Name: _____

Date: _____