

# FLORENCE-LAUDERDALE PUBLIC LIBRARY APPLICATION FOR EMPLOYMENT

*The Florence-Lauderdale Public Library takes unsolicited applications for general library work, full-time or part-time. The following description is for such general work which may be performed under a variety of specific job titles. Applications are kept for up to a year and are referred to as needed.*

## JOB SUMMARY

This is responsible library work providing service to patrons in any library department. Work is performed with considerable latitude for independent judgment and initiative under the direction of the department supervisors.

## POSSIBLE DUTIES & RESPONSIBILITIES

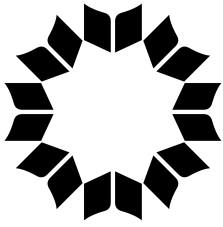
- Assist patrons in answering questions and using public computers.
- Assist patrons in the selection and location of library materials. Take requests for interlibrary loan materials.
- Check books in and out. Compute and receive fines. Register patrons for library cards.
- Explain the use of the library. Interpret and enforce policies of the library.
- Answer telephone calls and provide information, or otherwise assist or refer patron as appropriate.
- Check in and shelve new periodicals. Discard old newspapers. Straighten back issues in periodical shelves.
- Sort and shelve books and conduct shelf searches. Search for missing materials.
- Maintain neat and organized desk and work area. Inform supervisor of needed supplies.
- Straighten department at closing.
- Perform other duties as required.

## QUALIFICATIONS

**Education and experience:** High school diploma or equivalent (unless a current high school student). Library experience preferred. Customer service and/or work with the public an advantage.

### **Necessary knowledge, skills, and abilities:**

- Strong computer skills.
- Stand for periods of 1 hour or more and reach library materials at high and low levels (overhead and floor).
- Bend, stoop, twist, turn, and move materials from place to place in the library.
- Push carts and bins loaded with library materials weighing up to 100 lbs.
- Lift up to 25 lbs on a regular basis, and occasionally up to 50 lbs, in the handling of library materials.
- Basic knowledge of library terminology, programs, and services.
- Use and explain library facilities and equipment.
- Communicate effectively with both adults and children.
- Exercise initiative, tact, and independent judgement.
- Resolve problems in an effective manner.
- Take supervision.
- Establish and maintain effective working relationships with coworkers, superiors, and the public.
- Understand oral and written instructions.



# FLORENCE-LAUDERDALE PUBLIC LIBRARY

## APPLICATION FOR EMPLOYMENT

*All answers will be treated as confidential. The library is an Equal Opportunity Employer.  
Library participates in E-Verify/U.S. Citizenship and Immigration Services.*

### BASIC INFORMATION Please print clearly

Last Name	First Name	Middle Initial	Date of Application
Street Address or P.O. Box	City	State	Zip Code
Phone Number	Email		
Have you ever been convicted of a crime?	If yes, state the date, place, and nature of the offense. (Exclude minor traffic violations. Conviction does not necessarily disqualify you from consideration as an employee.)		

### POSITION AND HOURS

Hours applied for: <input type="checkbox"/> Part-Time Only <input type="checkbox"/> Full-Time only <input type="checkbox"/> I will accept full time or part time						
Library Hours: Mon–Thurs 10am–7pm, Fri–Sat 10am–5pm, Sun 1–5pm. Schedules may change at any time. Please check days and write in times you are available to work.						
<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday	<input type="checkbox"/> Saturday	<input type="checkbox"/> Sunday
If hired, date you will be available to start:						

### EDUCATION AND TRAINING Include high schools, trade schools, colleges, additional coursework, etc.

Check the last year of school completed: <input type="checkbox"/> 9th <input type="checkbox"/> 10th <input type="checkbox"/> 11th <input type="checkbox"/> 12th <input type="checkbox"/> GED <input type="checkbox"/> Some College <input type="checkbox"/> College (Undergraduate Degree) <input type="checkbox"/> College (Graduate Degree)			
School	City, State	Dates of Attendance	Degree or Major
School	City, State	Dates of Attendance	Degree or Major
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# EMPLOYMENT HISTORY

*Begin with current or most recent employer and list all employers for the past five years. Attach additional sheets if necessary.*

If you are currently employed, may we contact your employer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Currently Employed
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Employer Name		Employer Address	
Supervisor's Name		Supervisor's Phone Number	
Job Title	Start Date	End Date	Final Salary
Duties and Responsibilities		Reason for Leaving	

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## REFERENCES

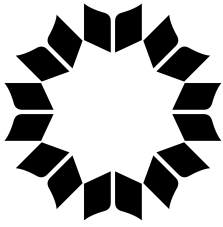
Name	Phone Number
Address	Email

Name	Phone number
Address	Email

Name	Phone number
Address	Email

*I certify that all the information provided by me on this application is complete and correct. I authorize the library to verify the accuracy of all information included. I understand that any falsification of information on this application is grounds for non-selection or termination from employment if I am hired. I understand that completion of this form does not guarantee that I will be hired by the library.*

Signature	Date
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# FLORENCE-LAUDERDALE PUBLIC LIBRARY SELF-RATED SKILLS ASSESSMENT

*All applicants must complete and submit this form with their applications in order to be considered as candidates for jobs.*

**Directions:** Check the boxes to indicate items you are familiar with and would be comfortable using in your job. This assessment covers far more skills and expertise than we require for most jobs, but will help us get a better picture of the skills that you bring with you as a candidate.

## LIBRARY SKILLS & TASKS

<b>Library collection software</b>	<input type="checkbox"/> Polaris ILS	<input type="checkbox"/> WorldCat	<input type="checkbox"/> Other:
<b>Tablets and E-books</b>	<input type="checkbox"/> Operating Tablets	<input type="checkbox"/> Checking Out E-books	
<b>Printers, scanners, etc.</b>	<input type="checkbox"/> Printers	<input type="checkbox"/> Photocopiers	<input type="checkbox"/> Photo/Document Scanners <input type="checkbox"/> Microfilm Readers
<b>Research</b>	<input type="checkbox"/> Academic Research	<input type="checkbox"/> Genealogical Research	<input type="checkbox"/> Digital Libraries (JSTOR, Alabama Virtual Library, etc.)
<b>Digital collection management</b>	<input type="checkbox"/> ContentDM	<input type="checkbox"/> Other:	

**Describe your experience (personal or professional) with these and other related skills, tasks, and equipment:**

## INTERNET

<b>Browsers</b>	<input type="checkbox"/> Edge	<input type="checkbox"/> Firefox	<input type="checkbox"/> Chrome	<input type="checkbox"/> Safari	<input type="checkbox"/> Other:
<b>Basic Internet Tasks</b>	<input type="checkbox"/> Search	<input type="checkbox"/> Email			
<b>Social Networking</b>	<input type="checkbox"/> Facebook	<input type="checkbox"/> Twitter	<input type="checkbox"/> Instagram	<input type="checkbox"/> Pinterest	<input type="checkbox"/> Other:
<b>Google Apps</b>	<input type="checkbox"/> Drive	<input type="checkbox"/> Calendar	<input type="checkbox"/> Groups	<input type="checkbox"/> Other:	
<b>Web Coding</b>	<input type="checkbox"/> HTML	<input type="checkbox"/> CSS	<input type="checkbox"/> JavaScript	<input type="checkbox"/> Other:	

**Describe your experience (personal or professional) with these and other related skills, tasks, and equipment:**

## BASIC SOFTWARE

<b>Operating systems</b>	<input type="checkbox"/> Windows	<input type="checkbox"/> MacOS	<input type="checkbox"/> iOS	<input type="checkbox"/> Linux	<input type="checkbox"/> Other:
<b>Office applications</b>	<input type="checkbox"/> Word <input type="checkbox"/> Pages	<input type="checkbox"/> Publisher <input type="checkbox"/> Numbers	<input type="checkbox"/> Excel <input type="checkbox"/> Keynote	<input type="checkbox"/> Access <input type="checkbox"/> Other:	<input type="checkbox"/> Powerpoint
<b>Describe your experience (personal or professional) with these and other related skills, tasks, and equipment:</b>					

## GRAPHICS & MULTIMEDIA

<b>Graphic design applications</b>	<input type="checkbox"/> Photoshop	<input type="checkbox"/> InDesign	<input type="checkbox"/> Illustrator	<input type="checkbox"/> Other:
<b>Multimedia applications</b>	<input type="checkbox"/> iMovie	<input type="checkbox"/> GarageBand	<input type="checkbox"/> Final Cut Pro	<input type="checkbox"/> Other:
<b>Design and multimedia</b>	<input type="checkbox"/> Web Design	<input type="checkbox"/> Print Design	<input type="checkbox"/> Digital Photography	<input type="checkbox"/> Videography/Editing
<b>Describe your experience (personal or professional) with these and other related skills, tasks, and equipment:</b>				

## INFORMATION TECHNOLOGY

<input type="checkbox"/> Troubleshooting Basic Computer Issues <input type="checkbox"/> Configuring Workstations and Peripherals <input type="checkbox"/> Routine Maintenance and Backups <input type="checkbox"/> Network Configuration and Troubleshooting <input type="checkbox"/> Tech Budget and Planning
<b>Describe your experience (personal or professional) with these and other related skills, tasks, and equipment:</b>

## ADDITIONAL SKILLS & EXPERIENCE

Use this space to list and describe any other skills and experience, personal or professional, that you would bring to this job:

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**EEO Policy Statement:** The Florence-Lauderdale Public Library provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws. FLPL complies with applicable state and local laws governing non-discrimination in employment in every location in which the library has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

The Florence-Lauderdale Public Library expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of FLPL employees to perform their expected job duties is absolutely not tolerated.