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707 North Superior Street
Emmetsburg, Iowa 50536
Phone: (712) 852-4009
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Application for Employment

Position: Library Assistant

We consider applicants for all positions without regard to race, color, religion, creed, gender, sexual orientation, national origin, age, disability, marital or veteran status, or any other legally protected status.

All applicants are strongly encouraged to submit a resume with cover letter in addition to this form. You may omit sections on this form if they are included in the resume you provide. Please indicate the omission by writing "resume" for that item.

Please print or type; attach additional sheets if necessary to answer questions fully.

Name: _____ Home Phone: _____

Address: _____

Email address: _____ Other Phone: _____

Phone # and time of day we may contact you: _____

If you are under 18 years of age, can you provide required proof of your eligibility to work? (You must be at least 16 years of age): _____

Have you ever filed an application with us before?: _____ *If yes, when?:* _____

Are you currently employed?: _____ *May we contact your present employer?:* _____

Are you prevented from becoming lawfully employed in this country because of visa or immigration status (Proof of citizenship or immigration status will be required upon employment)?: _____

Date available for work:_____

What is your desired wage range?:_____

Are you available to work... :

Mornings?:_____Afternoons?:_____Evenings?:_____Saturdays?:_____

Are you currently on "layoff" status and subject to recall?:_____

Can you travel if the job requires it?:_____Do you have a valid driver's license?:_____

Can you type?:_____If yes, give the number of words per minute:_____

Describe your computer and internet abilities:

Describe any work experience you feel would be applicable to this position:

Education: Please provide the name and address of each school you have attended, your course of study, years completed, and each diploma/degree obtained:

Describe your library experience as a patron and, if applicable, an employee:

Work Experience: Starting with your present or last job, provide your last three employers. Include any job-related military service assignments and volunteer activities. You may exclude organizations that indicate race, color, religion, creed, gender, national origin, disabilities or other protected statuses.

Employer:_____Address:_____

Telephone:_____Starting/Present Job Title_____

Supervisor:_____Reason for Leaving:_____

May We Contact?:_____Dates Employed:_____

Hourly Rate/Salary:_____Work Performed:

Employer: _____ Address: _____

Telephone: _____ Starting/Present Job Title _____

Supervisor: _____ Reason for Leaving: _____

May We Contact?: _____ Dates Employed: _____

Hourly Rate/Salary: _____ Work Performed: _____

Employer: _____ Address: _____

Telephone: _____ Starting/Present Job Title _____

Supervisor: _____ Reason for Leaving: _____

May We Contact?: _____ Dates Employed: _____

Hourly Rate/Salary: _____ Work Performed: _____

References: Please attach the names, addresses and telephone numbers of three references (not former employers or relatives).

Check each and sign below.

___ I have read the job description for the advertised position and know of no reason I cannot perform the tasks outlined.

___ The information provided by me in this application is true and complete to the best of my knowledge. I understand that if I am employed, any false statement will be considered as cause for possible dismissal, and that any employment relationship with this organization is of an "at will" nature.

___ Where I have written "resume" as an answer on this form, the complete information requested can be found in the resume that I have supplied, and the preceding checked statement applies to the information found on the resume and cover letter that I have submitted.

Signature of Applicant: _____ Date: _____