

# Bethalto Public Library District

## EMPLOYMENT PREVIEW

**We are pleased that you are interested in employment with the  
Bethalto Public Library District.  
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 a 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 Bethalto Public Library District?**

Library work is not reading books. It involves making sure that materials are available and easy for the patrons to find by straightening, restocking and moving materials. Regular computer and printer use and troubleshooting may be a large part of the work. It also involves dusting and cleaning to keep the library neat and welcoming to patrons. Of course, this job may require that you are on your feet, lifting, reaching and bending.

### **Description of positions**

*Shelver:* Requires a welcoming attitude. Involves sorting and shelving library materials, keeping the library organized and clean, and other projects as assigned. Shelving requires attention to detail and is repetitive.

*Clerk:* Requires a welcoming attitude. Works directly with patrons and in a variety of duties involving library cards and accounts, borrowing and returning library materials, assisting patrons with computer problems/questions on the software and databases available through the library, shelving, cleaning, and other projects as assigned.

*Specialists:* Areas such as: Cataloging Specialist, Children's Programming Specialist, Assistant Director and Director.

### **Application Instructions**

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

- Hand it in at the circulation desk
- Email it to: [info@bethaltolibrary.org](mailto:info@bethaltolibrary.org)
- Fax it to: 377-3520
- Mail it to: 321 S. Prairie St.  
Bethalto, IL 62010

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



# Bethalto 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? <input type="checkbox"/> Yes <input type="checkbox"/> No	List any other names under which you have been employed: _____ _____	Are you at least 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No
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How did you learn about employment at our library?  Referral (Name: \_\_\_\_\_)  
 Walk-in       Social Media       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? \_\_\_\_\_

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," please explain on a separate sheet of paper.*

<b>POSITION DESIRED</b>
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Are you interested in: (Mark all that apply)

- Full-time (40 hours/week)
- Part-time (20-32 hours/week)
- Part-time (under 20 hours/week)

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

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

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

- Shelver
- Clerk
- Specialist (check below):
  - Cataloging Specialist
  - Children's Programming Specialist
  - Assistant Director
  - 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"/>
Sunday		<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"/> 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
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: _____ City _____ State _____		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Name: _____ City _____ State _____		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Name: _____ City _____ State _____		<input type="checkbox"/> Yes <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

**Bethalto Public Library District**  
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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 it is the policy of the Bethalto Public Library District that all employment is on an 'at will' basis which allows the employment to be terminated at any time by either the employee or the Library 'at will' with or without cause.

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 Bethalto Public Library District.  
Your application will be kept on file for six months.*

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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:

Form I-9	_____	Emergency Contact	_____
Form W-4	_____	Job Description	_____
IDES New Hire	_____	Personnel Handbook	_____
IMRF Enrollment	_____		