

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

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, 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: employment@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

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"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	7	8	9	10	11	12	1	2	3	4	5	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

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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.*

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	_____		