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 <u>library work is hard work and</u> 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!

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Please <u>print</u> in black or blue ink	Date:							
Last (print above)	First	Middle						
Address (street, apt. #)		(P	hone: 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? ☐ Yes ☐ No	er names under w en employed:	names under which employed: Are you at least 18 years of age I Yes I No						
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 of Note: A conviction record will not be a bar to and rehabilitation will be taken into account.	employment;	factors such as a	ige, time	of offense, nature o				
POSITION DESIRED								
Are you interested in: (Mark all that apply) □ Full-time (40 hours/week) □ Part time (20, 22 hours/week)	Minimum salary requirement:							
☐ Part-time (20-32 hours/week) ☐ Part-time (under 20 hours/week)	Date available to start:							
Please select the position(s) you are interested those listed below. You will be considered on those for which you are qualified.	Hours available: Flexible (available any day, any time) Or indicate days and hours available to work below: Mornings Afternoons Evenings							
		Monday						
☐ Clerk ☐ Specialist (check below):		Tuesday						
☐ Specialist (check below): ☐ Cataloging Specialist		Wednesday						
☐ Programming Specialist		Thursday						
Assistant DirectorDirector		Friday						
Other:		Saturday						
	Sunday		П	П				

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EMPLOYMENT RECORD						
1. Name of Employer	A	ddress	(
Employed (mo/yr) From: To:			Supervisor: Job Title:			
Duties:			Reason for leaving:			
2. Name of Employer		ddress	(
Employed (mo/yr) From: To:	Starting Salary:	Ending Salary:	Supervisor: Job Title:			
Duties:			Reason for leaving:			
3. Name of Employer		ddress	(
Employed (mo/yr) From: To:	Starting Salary:		Supervisor: Job Title:			
Duties:			Reason for leaving:			
May we contact your previous employers as a reference? ☐ Yes ☐ No If no, why?						
ACTIVITES						
List any activities and other info would be of use in evaluation of qualifications for the position the organizations). Do not list infor- race, religion, color, national ori- ancestry.	your at you seek (clubs, mation revealing					

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EDUCATION														
Check highest grade complete	leted:	6	□ 7	8	9	10	□ 11	12	1	2	3	4	5	6
		Mid	dle So	chool	I	High	School				Col	lege		
List all schools attended: h	nigh scho	ol and	labov	e, tech	nical/vo	catio	onal, col	lege, m	ilitary	, etc.				
School (write below)				Years	attende	ded Did you graduate Degree Received				ved				
Name:							□ Yes							
City		Sta	ite				□ No							
Name:							□ Yes							
City		Sta	te				□ No							
Name:							□ Yes							
City		Sta	te.				□ 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	OCCUPA	TION		RELA'	TIONSF	HIP	PHON NUMI		E	MAIL			YEAR KNOW	
											_			

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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:							
_		Data					
Position Title:		Date:					
Hired: □Yes □ No		Start Date:					
Wage: Hourly \$	<u> </u>	Hours per week					
Estimated End of Orienta	ation Date:	Scheduled days/shifts:					
Forms:							
Form I-9		Emergency Contact					
Form W-4		Job Description					
IDES New Hire		Personnel Handbook					

IMRF Enrollment