

APPLICATION FOR EMPLOYMENT AS AN OLDER ADULT SERVICES LIBRARIAN OR SPECIALIST
16 hours/week
ALBANY COUNTY PUBLIC LIBRARY

Name _____ Date _____

Street Address _____

City _____ State _____ Zip code _____

E-Mail _____ Phone _____

EDUCATION **OK to attach resume instead**

Institution	Major/Minor	Degree
Library Courses:		

WORK EXPERIENCE (list most recent first and list all) **OK to attach resume instead**

Employer & Address	Position	Hours worked/week	Dates of Employment	Duties	Reason for Leaving

Library/Bookstore Experience

Employer & Address	Position	Hours worked/week	Dates of Employment	Duties	Reason for Leaving

Specific Knowledge Please include additional information that would help us learn more about your abilities. *You may reply on a separate sheet.*

Do you have experience working with older adults and/or the disabled? Please describe your experience, job duties, programs conducted, etc.

Do you have experience providing reader's advisory services? Please describe when and how you did this.

Do you have experience selecting reading materials to be purchased for a library or other organization? Please describe when and how you did this.

Over please

References: Provide the names of three people who know something about your skills and experience (not family members or personal friends). Teachers or supervisors are appropriate. We call long distance.

Name	Position Company Address	Email & Phone include area code	Relationship	Direct Supervisor?

I give permission for these references to be asked about their knowledge of my job-related skills and past work experience:

Have you ever been convicted of a felony? _____ If yes, please provide the nature of the offense, when and where the conviction occurred, the sentence received and in what court the conviction was filed.

Do you have a valid driver's license and good driving record? _____ **Documentation will be required. No major violations in the past five years, including DUI, reckless driving, leaving the scene of an accident, and homicide with a vehicle.**

"I affirm that the answers provided in this application are accurate and complete. I understand that providing false or incomplete information may result in my application not being considered or in disciplinary action, including my termination, if the false or incomplete information is discovered after my employment."

Please sign here: _____ Date: _____

Statement: In fifty words or more and in your own handwriting, tell why this job interests you. Add anything else you think we should know. (OK to use reverse of this page or attach a page.)

Where did you hear about this job opening? _____

Thank you for your application. Preference will be given to applications received by 5:00 p.m., Wednesday, May 23, 2012. Turn applications in to Kathy Marquis at the circulation desk, or fax them to 307-721-2584.