



Chatham-Kent

Career Profile Application Form

Municipality of Chatham-Kent

Circulation Services Librarian

Job # LIBS 14-9

(Closing at 4:30 p.m. on Wednesday, June 11, 2014)

Please attach this application form to the front of your resume. (Please do not include a cover letter).

PLEASE PRINT:

Name:	(last name)			(first name or name known by)		
Address:	911 Street Address					
	Apartment/Unit #		PO Box		Rural Route	
	City/Town				Postal Code	
Telephone:	Home			Cell		
	Work					
Email address:						

Please see the bottom of the last page for instructions on completing this Career Profile and your resume. Where boxes have been provided to insert your related experience, please include details of all your related experience to match the years of experience you have included, along with when and where you obtained the experience. Your resume should complement your career profile, but not replace the profile (your resume should contain the same information).

Education:

Do you possess a Master of Library Science degree? Yes ☐ No ☐

If yes, please include name of the program below:

OR, do you possess equivalent education? Yes ☐ No ☐

If yes, please include name of equivalent education below:

Related Experience:

Do you possess experience working in a public library setting? Yes ☐ No ☐

If yes, how many years of experience:

If yes, do you have experience in the following areas:

Circulation? Yes ☐ No ☐

Reference? Yes ☐ No ☐

Reader's Advisory? Yes ☐ No ☐

Please describe in detail in the box below your related experience, and include when and where you obtained the experience (names of employers, job titles, dates in positions, your experience based on this question and the job ad). Note: this box will expand to 2000 characters.

Do you possess experience with adult programming and community outreach? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If yes, how many years of experience: <input type="text"/>		
Please describe in <u>detail</u> in the box below your related experience, and include <u>when</u> and <u>where</u> you obtained the experience (names of employers, job titles, dates in positions, your experience based on this question and the job ad). Note: this box will expand to 2000 characters.		
<input type="text"/>		
Do you have experience training and assisting customers in using Library resources and technology? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Please describe in <u>detail</u> in the box below your related experience, and include <u>when</u> and <u>where</u> you obtained the experience (names of employers, job titles, dates in positions, your experience based on this question and the job ad). Note: this box will expand to 2000 characters.		
<input type="text"/>		
Do you have experience providing in depth reference assistance in genealogy and local history? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Please describe in <u>detail</u> in the box below your related experience, and include <u>when</u> and <u>where</u> you obtained the experience (names of employers, job titles, dates in positions, your experience based on this question and the job ad). Note: this box will expand to 2000 characters.		
<input type="text"/>		
Do you have experience training and assisting library staff in using Library resources and technology? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Please describe in <u>detail</u> in the box below your related experience, and include <u>when</u> and <u>where</u> you obtained the experience (names of employers, job titles, dates in positions, your experience based on this question and the job ad). Note: this box will expand to 2000 characters.		
<input type="text"/>		
Do you have supervisory experience? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If yes, how many years of experience: <input type="text"/>		
If yes, how many staff: <input type="text"/>		
Please describe in <u>detail</u> in the box below your related experience, and include <u>when</u> and <u>where</u> you obtained the experience (names of employers, job titles, dates in positions, your experience based on this question and the job ad). Note: this box will expand to 2000 characters.		
<input type="text"/>		
Do you have strong project management skills? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Please describe below when and where you used your strong project management skills. <u>Note</u> : this box will expand to 2000 characters.		
<input type="text"/>		
Do you have marketing and publicity experience? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Please describe in <u>detail</u> in the box below your related experience, and include <u>when</u> and <u>where</u> you obtained your experience. <u>Note</u> : this box will expand to 2000 characters.		
<input type="text"/>		

Do you have experience working in a customer service environment? Yes ☐ No ☐

If yes, do you have experience in the following areas:

Working in a team environment? Yes ☐ No ☐

Assisting customers in a face-to-face environment? Yes ☐ No ☐

Responding to telephone inquiries? Yes ☐ No ☐

Handling complaints? Yes ☐ No ☐

Please describe in detail in the box below your related customer service experience, and include when and where you obtained your experience. *Note*: this box will expand to 2000 characters.

Is there any other related experience you would like to tell us about? If yes, please describe in the box below, including when and where you obtained this experience. *Note*: the box will expand to 2000 characters.

Computer skills:

Do you have the ability to troubleshoot computer hardware and software? Yes ☐ No ☐

Are you proficient in using library databases? Yes ☐ No ☐

Are you proficient in using library software applications? Yes ☐ No ☐

Are you proficient in (Sierra/Encore ILS)? Yes ☐ No ☐

If no, do you have experience with other ILS applications? Yes ☐ No ☐

If yes, please list the applications below:

What level of experience do you have with:

Microsoft Word ☐ None ☐ Novice ☐ Intermediate ☐ Advanced

Microsoft Excel ☐ None ☐ Novice ☐ Intermediate ☐ Advanced

Microsoft Publisher ☐ None ☐ Novice ☐ Intermediate ☐ Advanced

Microsoft PowerPoint ☐ None ☐ Novice ☐ Intermediate ☐ Advanced

Essential physical and/or safety requirements:

- Physical stamina, flexibility, good physical health and the ability to lift 11.4 to 15.9 kgs or 25 to 30 lbs are a necessity, as is the ability to stand for extended periods of time, kneel and reach
- Bending: frequent stooping, twisting, kneeling, crouching, squatting (4.05 to 13.64 kgs or 10 to 30 lbs) (retrieving items, shelving materials, processing materials)
- Walking: constant walking on level surface (movement around library. Processing, shelving material)
- Reaching: frequent reaching above shoulder, below shoulder, forward; constant handling (up to 4.05 kgs or 10 lbs) (reaching for books, binders, supplies; shelving material; circulating/processing material)
- Lifting: frequent lifting floor to waist, waist to shoulder, carrying, transferring (up to 9.09 kgs or 20 lbs) (placing books on shelf or cart; pushing/bulling book cart; lifting book bin; shelving material; retrieving material/supplies; pushing/pulling for circulation process)
- Standing: frequent standing inside (working at circulation desk; work outside/outreach)
- Hands: frequent pinching; frequent fine finger dexterity, gripping, pinching, mousing; (up to 4.05 kgs or 10 lbs) (keyboarding, lifting books or other papers; circulation; features on the computer)

Are you able to complete the above essential physical requirements? Yes ☐ No ☐

Other physical and/or safety requirements:

- Bending: occasional crawling (4.05 to 13.64 kgs or 10 to 30 lbs) (retrieving items, shelving materials, processing materials)
- Sitting: infrequent sitting in a chair; occasional sitting on a stool (working at workstation, sitting on kick step stool in shelving area; high chair at circulation desk)

- Lifting: infrequent overhead; occasional lifting at shoulder, above shoulder, pushing at or above shoulder, pushing below shoulder, pulling at or above shoulder, pulling below shoulder (up to 9.09 kgs or 20 lbs) (placing books on shelf or cart; pushing/pulling book cart; lifting book bin; shelving material; retrieving material/supplies; pushing/pulling for circulation process)
- Standing: infrequent standing outside (working at circulation desk; work outside/outreach)
- Climbing: infrequent climbing ladders; occasional climbing stairs (stairs at Chatham, Civic Centre, Dresden, municipal buildings; emergency (ladder))

Are you able to complete the above other physical requirements? Yes ☐ No ☐

Hours of work:

This position involves days, evenings, and weekend shifts.

Would you be available to work the days, evenings and weekends? Yes ☐ No ☐

License requirement:

Because this position would be required to travel, a valid Province of Ontario driver's license with a reliable motor vehicle is necessary.

Do you possess a valid Ontario driver's license? Yes ☐ No ☐

Do you possess reliable motor vehicle? Yes ☐ No ☐

Other requirements:

Do you understand that all new employees will be required to complete Health & Safety and other on-line mandatory training on or before their first day of employment, and that other training (including Health & Safety policies) may also be required? Yes ☐ No ☐

Where did you read or hear about this job opening:

☐ Our website under municipal jobs at www.chatham-kent.ca?

☐ Through our job subscription (signed up for notification when a job was posted)?

☐ Through another source? **If yes**, where:

Because of the environment this position will be working in, the successful candidate will be required to furnish an original Police Information Search (criminal reference check) (working with vulnerable persons) prior to commencement of employment.

Are you legally entitled to work in Canada? Yes ☐ No ☐

REQUIRED: (must be completed)

I certify that the information contained in this application is true and complete, to my knowledge. I understand that a false statement may disqualify me from my employment or cause my dismissal. Yes ☐ No ☐

Completed by: (print name)

Date completed:

The Municipality of Chatham-Kent is an equal opportunity employer, committed to fair and accessible employment practices that attract and retain talented employees. Should you require accommodations during the recruitment process, please contact Human Resources & Organizational Development (HROD) at 519-360-1998 or ckhr@chatham-kent.ca. Applicant information is collected under the authority of the Municipal Freedom of Information and Privacy legislation and will be used strictly for the purpose of candidate selection. We thank all candidates in advance; however, only those candidates selected for an interview will be contacted.

Instructions for completing this Career Profile and preparing your resume:

- This **Career Profile** is available in MS Word 2010 or Adobe format; if you are not able to use the MS Word document, please use the Adobe version (complete by hand)
- Please answer 'yes' or 'no' to each question; please do not select both yes and no, or leave both blank
- Where we have provided a box for you to include information about your related experience, **please do not insert 'see resume'**; we ask that you **include all the details of your related experience**, including when and where you obtained the experience, job titles, etc. (the same detailed information found in your career profile should be found in your resume)
- In your **resume** include your current and past employer's names, and under each employer include your job titles, dates you were in each position, and details of your experience for each position relevant to this job position; please include information that you have inserted in the career profile
- Please do not include a cover letter or copies of transcripts, licenses, certificates, etc.
- If submitting electronically in a Word format, please submit your Career Profile and resume in separate documents

NOTE: The boxes where you are asked to include your experience will expand up to 2000 characters. For information on what we look for in a resume, please see [Applying & Interview Tips](#) under **Municipal Jobs** at www.chatham-kent.ca.