



**2012 APPLICATION FOR EMPLOYMENT AS A
TEMPORARY STORIES @ THE PARKS COORDINATOR
(9hrs/wk for 6 weeks plus additional planning hours beforehand)
ALBANY COUNTY PUBLIC LIBRARY**

Name _____ Date _____

Street Address _____

City _____ State _____ Zip code _____

E-Mail _____ Phone _____

EDUCATION – can substitute resume, if attached

Institution	Major/Minor	Degree
Library Courses:		

WORK EXPERIENCE (list most recent first and list all) – can substitute resume, if attached

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 Knowledges Please include additional information to help us learn more about your abilities.)
Please include answers on back, or separate sheet of paper.

- Do you have performance experience: appearing in front of an audience (theater, band, debate, etc.)? Please describe:
- What musical experience do you have?
- What experience do you have working with children?
- What experience do you have leading group activities?
- What experience do you have supervising other people?
- Have you participated in ACPL Summer Reading Programs in the past?

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. – **can substitute resume, if attached**

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? _____

DRIVING REQUIREMENTS: 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. If hired, you will be required to bring in a driving record documenting at least 5 years of clean driving history before hiring is complete.

"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.

Where did you hear about this job opening? _____

Thank you for applying. Preference will be given to applications received by Tuesday, March 27, 2012 at 5 pm. Submit applications to Ruth Hitchcock, Youth Services Librarian, or e-mail them to rhitchcock@albanycountylibrary.org