

DATE:

WASHINGTON CARNEGIE PUBLIC LIBRARY
APPLICATION FOR EMPLOYMENT

ADULT (non-student)

Please fill out the application as completely as possible and return the application in person or via postal mail to: Director, Washington Carnegie Public Library, 300 West Main St., Washington, and IN 47501 OR email to info@washingtonpubliclibrary.org

ADULT EMPLOYEES MUST HAVE A MINIMUM OF A HIGH SCHOOL DIPLOMA OR EQUIVELANT.

Please Print

NAME: (last) _____ (first) _____ (initial) _____	HOME TELEPHONE NUMBER () -
HOME ADDRESS: (if different from above) (city) _____ (state) _____ (zip code) _____	CELL PHONE TELEPHONE NUMBER () -
E-MAIL ADDRESS: _____	DO YOU USE TEXTING?

Are you at least 18 years of age? Yes No If no, when will you be 18? _____

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Yes No
*You will be required to show proof of citizenship or immigration status upon employment.

What is your first language? _____ Other languages that you read or speak fluently: _____

Department Preference:
Youth Adult Reference (& computer lab) Genealogy No Preference

Minimum hours desired per week _____ Maximum hours desired per week _____

AVAILABILITY: Adults should be available to work various Days, Evenings and Saturdays. WCPL does try to keep employees on a "regular" schedule. You may mark your preferences although it does not guarantee a particular schedule. (Rank 1-6 with 6 being the least desirable)

Monday 12-8 Tuesday 12-8 Wednesday 9-5 Thursday 9-5 Friday 9-5
Saturday 10-2 _____ No Preference

SKILLS OR INTERESTS YOU POSSESS (Check all that apply)

Typing/Keyboarding Speed: (words per minute) _____

Operating Systems: (i.e. Windows, UNIX, Apple) _____

Microsoft Office Programs Excel Publisher PowerPoint Word

Photocopy Machines FAX Machines Microfilm Equipment

E reader _____ Tablet _____

Other: _____

Library Services You Have Used:

INSPIRE Databases Electronic Resources: (i.e. Electronic Journals, LEXIS-NEXIS)

World Book Online

Other _____

Special Interests/Hobbies: (i.e. music, community service work)

APPLICATION FOR ADULT (NON-STUDENT) EMPLOYMENT (Side 2) - Please Print

EDUCATIONAL INFORMATION---Please list your education with the highest level achieved first. Please list degree or diploma, program, school and date.

WORK EXPERIENCE—THE MOST RECENT THREE EMPLOYMENT

Employer	Duties Performed	Dates of Employment

PERSONAL REFERENCES

Name & Relationship	Contact information (Phone or email)

OTHER INFO YOU THINK IS PERTINENT FOR CONSIDERATION FOR A POSITION AT WCPL

To the best of my knowledge, the above information is correct and true as given.

Signed:

Date: