# Algona Public Library Application for Employment VISTA Summer Volunteer

The Algona Public Library is an Equal Opportunity, Affirmative Action employer. Applications are considered for employment and employees are treated without regard to age, religion, national origin, color, sex or mental or physical handicap except where such conditions are bona fide occupational requirements. The Algona Public Library is accessible to applicants with disabilities.

The following application is only for the currently open position of Vista Summer Volunteer.

## **Application Requirements**

- Submit a completed application form.
- All application documents must be delivered to the Algona Public Library, via mail: Algona Public Library, 210 N Phillips St, Algona IA 50511, or via email: <u>lwalton@algonalibrary.org</u> No later than 5:00pm on Friday, April 22, 2022.

### PERSONAL INFORMATION

Name							
	(Last)	(First)		(Middle)			
Address							
	(Street/P. O. Box)	(City)		(State, Zip)			
Telephone							
	(Home)		(Cell)				
E-mail							
Preferred contact method:MailPhoneEmail							
EDUCATION							
	Name and Address fo	r Each School Listed	Number of Years Completed	Diploma or Type of Degree Received			
High School							
College/Univ	versity						
Other Educa	tion						
Other Educa	tion						

#### **EMPLOYMENT HISTORY**

#### ENTER MOST RECENT JOB FIRST

Employer	Your Job Title	Date Started	Date Left		
		MO. YR.	MO. YR.		
Employer's Address	Supervisor's Name	Starting Wages	Final Wages		
Hours per Week	Reason for Leaving	May we contact to (yes or no)?	May we contact this employer (yes or no)?		
Description of Duties and Responsibilities (in detail):					

Employer Your Job Title Date Started Date Left MO. YR. MO. YR. Employer's Address Supervisor's Name Starting Wages Final Wages Hours per Week Reason for Leaving May we contact this employer (yes or no)?

Description of Duties and Responsibilities (in detail):\_\_\_\_\_

Employer	Your Job Title	Date Started	Date Left	
		MO. YR.	MO. YR.	
Employer's Address	Supervisor's Name	Starting Wages	Final Wages	
Hours per Week Employed	Reason for Leaving	May we contact this employer (yes or no)?		

Description of Duties and Responsibilities (in detail):

#### REFERENCES

Name three persons not related to you who have knowledge of your qualifications for this position:

Name and Address		Relationship to	Telephone	
		Applicant		
Are you aware of any reason you cannot perform the functions of the job for which you are applying?				
If yes, describe such reason:				
Date available for work:				

Do you have commitments to another employer that might affect your employment with us?

If yes, please describe:

Are you legally authorized to work in the United States (yes or no)?

Are you over the age of 18 (yes or no)?

Have you ever been convicted of a felony (yes or no)?

A conviction record will not necessarily be a bar to employment, and factors such as age and time of offense, the seriousness and nature of the violation, the applicants rehabilitation, and the relevance of the convicted offense to the duties and responsibilities of the position for which applied will be conserved in the hiring decision.

Please describe your computer experience and/or knowledge.

Please describe any social media, editing, production experience, or other skills that may be helpful in this position.

Tell us about your experience working with children.

Describe any other experience, personal qualities/characteristics, knowledge, skills, or qualifications that you think might be helpful in the job for which you are applying.

Describe how working at the library will help prepare you for your future goals.

I hereby affirm that the information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge.

I also agree that falsified information or significant omissions may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date.

I authorize persons, schools, my current or previous employers, and other organizations named in this application (and accompanying resume, if any) to provide any relevant information that may be required to arrive at an employment decision.

If offered a position with the Algona Public Library, I agree to conform to all policies, procedures, rules, and regulations.

<u>Signature</u>