

Algona Public Library Application for Employment

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 (lwalt@algona.lib.ia.us) no later than 5:00pm on Monday, May 4, 2020.**

Please Print or Type Responses

Full Name: _____

Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Email (optional): _____

Preferred contact method: Mail Phone Email

Date available for employment: _____

Do you have any relatives employed by the Library? Yes No
If yes, please list: _____

Are you authorized to work in the United States of America? Yes No

Most library jobs require some evening and weekend hours. Are there known days/times when you would NOT be able to work? ___ Yes ___ No
If yes, please list: _____

Have you ever been convicted of a felony? ___ Yes ___ No
Conviction will not necessarily disqualify an applicant from employment.
If yes, please explain: _____

Education:

High School: _____

College/Trade School: _____

Employment History:

Start with present or most recent job. Fill in as many as necessary.

Employer: _____ Phone: _____

Address: _____

Dates Employed: _____ Salary- Start: _____ Final: _____

Position: _____ Supervisor: _____

Work Performed: _____

Reason for Leaving: _____

Employer: _____ Phone: _____

Address: _____

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Position: _____ Supervisor: _____

Work Performed: _____

Reason for Leaving: _____

In the space below, please describe your computer experience and/or knowledge.

In the space below, please describe any social media, editing, production experience, or other skills that may be helpful in our social distancing atmosphere.

In the space below, tell us about your experience working with children.

In the space below, please describe any other experience, personal qualities/characteristics, knowledge, skills, or qualifications which you think might be helpful in the job for which you are applying.

In the space below, please describe how working at the library will help prepare you for your future goals.

References:

Please furnish the name, address, and phone number of three people to whom you are not related and who have knowledge of your qualifications for this position.

1. _____
2. _____
3. _____

Agreement:

I certify that the statements made in this application are correct and complete to the best of my knowledge.

I understand that false or misleading information will eliminate me from further consideration for employment or will be grounds for dismissal if I have been employed.

I understand that any offer of employment is contingent upon completion background of background checks.

I authorize the Algona Public Library to conduct reference checks so that a hiring decision may be made. In the event the Library is unable to verify any reference stated, it is my responsibility to furnish the necessary documentation.

_____ You may _____ You may not contact my present employer.

If accepted for employment with the Algona Public Library, I agree to abide by all of its policies and procedures.

I understand that this application is not intended to be a contract of employment.

Signature of Applicant **Date**

Printed Name of Applicant **Date**