

Name: _____ Date: _____

PART-TIME POSITIONS at The Urbana Free Library

Please check any/all positions for which you wish to be considered.

We will keep your application on file and consider you for vacancies for 6 months.

- Shelver, hourly:** Reshelve books, audio and video cards; keep materials in order; empty outside return bins; and perform other duties related to the library collection. Passing score on the shelving test required.* Prior successful work experience and maximum scheduling availability desirable. \$8.86 per hour. Scheduled 10-15 hrs/wk, with additional substitute hours available. Evening, weekend, or daytime hours.
- Circulation clerk, hourly:** Issue library cards, check materials in and out, and perform other duties at the circulation desk. Must meet people well, perform complex automated procedures, type 25 wpm,* and have a high school diploma or equivalent and prior successful work experience. Passing score on the shelving test required.* Public service or library experience and maximum scheduling availability preferred. \$11.73 per hour. Scheduled 10-15 hrs/wk, with additional substitute hours required. Mostly evening and weekend hours, with some daytime hours.
- Circulation clerk, part-time:** All requirements and job duties of the hourly circulation clerk, with additional responsibilities. In addition, passing score on the circulation clerk test required.* \$13.97 per hour, plus pro-rated benefits. Scheduled 20-30 hrs/wk, with additional substitute hours required. Evening, weekend, and daytime hours required.
- Archives clerk, hourly:** Process and track document requests; communicate with patrons by mail, email, or telephone; locate, photocopy scan, and mail microfilm or print documents; and handle patron invoicing. Must be detail-oriented and organized, type 25 wpm,* and have a high school diploma or equivalent and prior successful work experience. Passing score on the shelving test required.* \$10.55 per hour. Scheduled 15 hrs/wk. Daytime hours.
- Archives assistant, half-time:** Provide reference service and retrieve archival records for patrons. Must have knowledge of local history and genealogy materials, including electronic resources; one year of full-time college course work in a relevant field; prior successful work experience; and type 25 wpm. Public service and library experience desirable. Must be able to climb a ladder and lift 40-pound boxes to a height of six feet. \$13.97 per hour, plus pro-rated benefits. Scheduled 20 hrs/wk, with additional substitute hours available. Daytime hours.
- Acquisitions clerk, hourly:** Receive and process library materials; perform data entry and editing, and execute other duties to prepare materials for the collection. Must have exceptional orientation to detail, good manual agility, ability to work with various databases, type 25 wpm,* and have a high school diploma or equivalent and prior successful work experience. Passing score on the shelving test required.* Library experience desirable. \$10.55 per hour. Scheduled 10 hrs/wk. Daytime hours.
- Acquisitions clerk, part-time:** All requirements and job duties of the hourly acquisitions clerk, with additional cataloging and database responsibilities. In addition, passing score on the acquisitions clerk test required.* \$12.41 per hour, plus pro-rated benefits. Scheduled 20-30 hrs/wk. Primarily daytime hours.

* The shelving test is a 25-minute test that measures your ability to do fast and accurate work with names and call numbers. This test is given to all shelvers and clerks. In addition, clerks must pass a typing test. Tests will be administered prior to employment. Part-time positions (20 or more hrs/wk) require additional testing and panel interviews.

- Full-time positions** at the library are Civil Service positions. If you wish to be notified of Civil Service tests for full-time positions, please check here.



Name: _____ Date: _____

My preferred schedule would be: _____ # of hours/week.

I cannot accept a job with fewer than: _____ # hours/week.

I cannot work more than: _____ # hours/week.

- I am available to work at the library for:
- up to 6 months
 - 6 months to 1 year
 - 1 - 2 years
 - over 2 years.

Conflicts / Hours when you are *NOT* available to work

(Please note: This is the opposite of the attached application form.)

Please list after each day the exact hours that you are NOT AVAILABLE to work due to other conflicts, including your commuting time. Example: Monday 8 a.m. - 1 p.m. Please be very specific.

Sunday: _____

Monday: _____

Tuesday: _____

Wednesday: _____

Thursday: _____

Friday: _____

Saturday: _____

- This conflict information is NOT likely to change.
- This conflict information applies to the following period of time. (e.g., fall semester, Feb.-Mar., etc.)

I am looking for year-round employment. Please specify any time periods you would like to have off. (e.g., spring break, etc.) _____

I am looking for temporary/seasonal employment. Please specify time period desired. _____

Applications are retained for 6 months. ***To assure consideration for future vacancies, you must keep your phone, address, and scheduling information up-to-date.***



The Urbana Free Library

210 West Green Street • Urbana, Illinois 61801 • 217 / 367-4057 • FAX 217 / 367-4061 • *urbanafreelibrary.org*

Date: _____

This application must be filled out COMPLETELY by the applicant. Failure to provide information requested may result in your application not being considered. Type or print neatly. Be accurate and thorough. Attach additional sheets if necessary. Application must have your signature to be valid.

Name _____ Daytime phone _____
Last First Middle

Address _____ Evening phone _____
Street, apt.# City State Zip
 E-mail _____

Position desired (X all that apply) shelver clerk custodian professional

Hours desired (X all that apply) full-time part-time temporary Date available to start _____

Times available (X all times that you are available for work) # of hours / week desired _____

- **Monday** morning afternoon evening • **Friday** morning afternoon evening
- **Tuesday** morning afternoon evening • **Saturday** morning afternoon evening
- **Wednesday** morning afternoon evening • **Sunday** morning afternoon evening
- **Thursday** morning afternoon evening

| EDUCATION | School Name | City, State | Course of study | # of years completed | Diploma / Degree |
|----------------|-------------|-------------|-----------------|----------------------|------------------|
| High School | | | | | |
| College / Univ | | | | | |
| College / Univ | | | | | |
| Other | | | | | |

Please list any skills, special training, languages, accomplishments, unusual qualifications, or related volunteer experience that you feel would qualify you for a position with The Urbana Free Library. Attach additional sheets if needed.

Please describe your career / work interest. _____

EMPLOYMENT HISTORY

Begin with your most recent employment and list your prior employers, including military service, temporary, and part-time jobs. Provide ALL information requested. Do NOT leave any blanks. Attach additional sheets if needed.

| | |
|---|-------------------------------------|
| Employer's name and address | Supervisor's name, title, and phone |
| Your job title _____ # of hours / week _____ | |
| Date you began (month / year) _____ Date you left (month / year) _____ Final wage _____ | |
| Your job duties _____ _____ _____ | |
| Reason for leaving _____ | |

| | |
|---|-------------------------------------|
| Employer's name and address | Supervisor's name, title, and phone |
| Your job title _____ # of hours / week _____ | |
| Date you began (month / year) _____ Date you left (month / year) _____ Final wage _____ | |
| Your job duties _____ _____ _____ | |
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| | |
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Employer's name and address

Supervisor's name, title, and phone

Your job title _____ # of hours / week _____

Date you began (month / year) _____ Date you left (month / year) _____ Final wage _____

Your job duties _____

Reason for leaving _____

Employer's name and address

Supervisor's name, title, and phone

Your job title _____ # of hours / week _____

Date you began (month / year) _____ Date you left (month / year) _____ Final wage _____

Your job duties _____

Reason for leaving _____

Explanation of any gaps in employment and other comments: _____

May we request references from your present employer? yes no If no, explain.

List three references, other than past supervisors and relatives, who are familiar with your knowledge, skills, and abilities. Please provide phone numbers.

Are you eligible for employment in the United States? yes no

(Proof of U.S. citizenship or immigration status will be required upon employment.)

Are you at least 16 years of age? yes no (Age 15 and under requires a work permit.)

Are you a U.S. Veteran? yes no (Preference based on military service may require your discharge papers.)

Do you have a health problem that would hinder your ability to perform the job for which you have applied? yes no

If yes, explain. (A physical exam may be required.)

Have you ever been convicted of a felony? yes no If yes, give date and nature of violation. Applicants **are not obligated** to disclose sealed or expunged records of conviction or arrest. Also, do not include juvenile convictions (before your 17th birthday), unless you were tried as an adult.

NOTE: No applicant for employment will necessarily be rejected because of a reported health problem or criminal conviction. The date and nature of the problem, the requirements of the position, and the applicant's qualifications will be considered. All qualified applicants will receive consideration for employment regardless of race, color, religion, gender, age, national origin, disability or membership in any protected class as stipulated in the Urbana City Code. The Urbana Free Library is an Equal Opportunity Employer.

CERTIFICATE OF APPLICATION: I hereby certify that my statements on this form, and my answers to questions, contain no misrepresentations or falsifications. I am aware that the library may conduct investigations to verify my educational background, employment history, and criminal record, and that if these investigations reveal such misrepresentations or falsifications, my application will be disqualified, my name will be removed from all eligible lists, and my application for future positions at the Library will not be accepted. I am also aware that misrepresentations or falsifications on this form or any accompanying data may result in my dismissal from any position at The Urbana Free Library at any future time. I understand that acceptance of employment does not create a contractual obligation upon the library to continue to employ me in the future.

By signing this application, I authorize the investigation of all statements and information contained in this application. I release from all liability anyone supplying such information, including disciplinary reports, letters of reprimand, or other disciplinary actions. I authorize the Illinois State Police Department and the FBI to release to The Urbana Free Library any conviction information for the purpose of evaluating my qualifications and character as it relates to the position(s) for which I have applied. I also release The Urbana Free Library from all liability that might result from an investigation.

Date signed _____ Signature of applicant _____

EQUAL EMPLOYMENT OPPORTUNITY DATA

VOLUNTARY SELF-IDENTIFICATION

Your responses will be kept confidential and separate from your application.

Name _____

Position(s) applied for _____

The following information is being gathered not for employment decisions, but for record keeping in compliance with federal laws. Your responses are strictly voluntary and will help in developing and monitoring our Equal Employment Opportunity program. Any information provided will be kept confidential. If you choose not to answer any of these questions, you will not be subject to any adverse treatment. If you do not wish to furnish this information, please initial below.

I do not wish to furnish this information. _____
initials date

GENDER: female male AGE: _____ BIRTHDATE: _____

RACIAL / ETHNIC DATA: Please identify yourself in terms of the following racial / ethnic groups:
 White Black Hispanic Asian or Pacific Islander American Indian or Alaskan Native

How did you hear about the position(s)? Please check multiple sources, if applicable.

In-library poster? Agency or job service, which one? _____

Newspaper, which one? _____

Internet, which site? _____ Individual, who? _____

Answer the following questions ONLY if you consider yourself to have a DISABILITY:

1. Do you have any limitations that may affect your ability to satisfactorily perform the job(s) for which you have applied?
 yes no

If yes, please explain. _____

2. Are there any accommodations that would be helpful to you in performing the job(s) for which you have applied (e.g., special equipment or changes in the physical layout of the job)?
 yes no

If yes, please explain. _____

Answer the following question ONLY if you are a VETERAN:
 Did you serve on active duty more than 180 days, any part of which was between August 5, 1964 and May 7, 1975?
 yes no

Date signed _____ Signature _____