

Now Hiring

Beecher Community Library

Circulation Clerk/Library Page

JOB DESCRIPTION

1. Shelf materials.
2. Shelf read (making sure books on shelf are in order) and fix messy shelves.
3. Perform Circulation Desk Tasks: assisting patrons, checking materials in/out, making library cards, handling fines, placing holds, etc
4. Repairs books
5. Assists with inventory type projects
6. Clean and/or swap out children's section toys
7. Other duties as needed.

Requirements:

1. Able to perform light lifting and bending,
2. Possess high school diploma
3. Able to use computers

Hours: 9 hrs/week:

Alternating Weeks:

Week 1: Mondays, Wednesdays, Fridays 4-7

Week 2: Tuesdays and Thursdays 4-7, Saturday 9-Noon

There is flexibility with switching shifts as needed and opportunities to substitute for other employees. The hours of the Library are Monday-Friday 10AM-7PM and Saturday 9-Noon.

Pay: \$15.00, 1hr PTO/40 hours worked.

Starting: Immediately

Applications are available at the front desk and on our website, beecherlibrary.org.
Applications will be accepted until Tuesday, December 2nd.

The Beecher Public Library District is an equal opportunity employer.

Beecher Community Library Employment Application

Applicant Information

Name: _____ Date: _____
Last First

Address: _____
Street Address and P.O. Box

City State Zip Code

Telephone: _____ Email: _____

Are you a citizen of the United States? _____
If not, can you provide work papers? _____

Have you ever plead "guilty" or "no contest" or been convicted of a crime? _____
If yes, give dates and details _____

Education

High School: _____

Years Attended: _____ Did you graduate? _____

College/University: _____

Years Attended: _____ Degree & Major(s) _____

References:

Please provide two work references and one personal reference (other than a relative) with telephone numbers.

Name: _____ Telephone: _____

Relationship: _____

Name: _____ Telephone: _____

Relationship: _____

Name: _____ Telephone: _____

Relationship: _____

Previous Employment *Please begin with the most recent.*

Company: _____ **Position:** _____
Dates Employed: _____
Supervisor: _____ **Telephone:** _____
Responsibilities: _____

Reason for Leaving: _____

Company: _____ **Position:** _____
Dates Employed: _____
Supervisor: _____ **Telephone:** _____
Responsibilities: _____

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Dates Employed: _____
Supervisor: _____ **Telephone:** _____
Responsibilities: _____

Reason for Leaving: _____

Physical Requirements

Are you able to perform light lifting? _____

Are you able to bend? _____

Are you able to sit and/or stand for long periods of time? _____

Computer Experience

Please discuss your background with computers and/or other office equipment. Please list any computer systems and software you are competent with.

I certify that the above answers are true and complete to the best of my knowledge. I authorize you to make such investigations and inquiries of my personal , employment, and educational history, and other related matters as may be necessary for employment decision. I hereby release employers, schools, or other persons from liability in responding to inquiries in connection with my application.

Signature of Applicant: _____ **Date:** _____