

# **Now Hiring**

## **Beecher Community Library**

### **Circulation Clerk/Library Page**

#### **JOB DESCRIPTION**

1. Shelve 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. Manage adult book displays.
5. Manages DVD and audiobook collection. Processes new DVDs and audiobooks.
6. 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.

Applications will be accepted until Wednesday, December 4th.

The Beecher Public Library District is an equal opportunity employer.

# Beecher Community Library Employment Application

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## 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 \_\_\_\_\_  
\_\_\_\_\_

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## Education

High School: \_\_\_\_\_

Years Attended: \_\_\_\_\_ Did you graduate? \_\_\_\_\_

College/University: \_\_\_\_\_

Years Attended: \_\_\_\_\_ Degree & Major(s) \_\_\_\_\_

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## 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:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Reason for Leaving:** \_\_\_\_\_

**Company:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Dates Employed:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**Responsibilities:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Reason for Leaving:** \_\_\_\_\_

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**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? \_\_\_\_\_

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**Computer Experience**

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

\_\_\_\_\_

\_\_\_\_\_

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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:** \_\_\_\_\_