CIRCULATION CLERK
POSITION AVAILABLE

Are you enthusiastic about helping people? Does performing a variety of tasks energize you? If so, you are the person we would like to interview for a Circulation Clerk position.

Hours per Week: Up to 15
Schedule: Mixed day, evening, Saturday and potentially Sunday hours
Beginning: Early August 2016
Rate of Pay: $9.70 per hour
Qualifications: High School diploma or equivalent
Skills Needed: Familiarity with Windows based operating systems and multi-line telephone answering etiquette. Familiarity and knowledge of various technologies preferable. Customer service skills a must.
Primary Responsibilities: Circulation desk routine. Cooperate as a team member to perform any task necessary for efficient library operation, keeping in mind that circulation and public service are the primary functions of the library.

Please submit an application, along with a cover letter and resume to:

AVON
PUBLIC LIBRARY

Sam Mooney
Circulation Manager
Avon-Washington Township Public Library
498 N. Avon Avenue
Avon, IN 46123
ssmooney@avonlibrary.net

AVON-WASHINGTON TOWNSHIP PUBLIC LIBRARY

498 North State Road 267 Avon, IN 46123

Application for Employment

Today's Date _____ **Social Security Number** _____

Name _____
Last First Middle

Address _____
Street City State Zip

Phone Number _____ **Email** _____

Are you a U.S. Citizen? YES _____ NO _____

If you are not a U.S. citizen, do you have a legal right to remain permanently and have authorization to be employed in the U.S.? YES_____ NO _____

As a condition of employment, successful applicants will be asked to document the preceding statements. The library participates in the Federal Government E-Verify program.

Position Desired _____ **Wage or Salary Expected $** _____/_____

Date Available_____

Area of work you prefer and any other information you think should be considered:

_____

_____

_____

_____

Are you requesting full-time or part-time work? _____

Can you work evening hours? YES NO

Can you work on Saturdays? YES NO

Can you work on Sundays? YES NO

Can you type? YES NO Words per Minute _____

EDUCATION

	NAME	LOCATION	DEGREE
Grade School			
High School			
College			
Business/Vocational			
Other training or schools			

EMPLOYMENT HISTORY

List all employment beginning with current employer. Attach extra sheet if necessary.

Dates of Employment	Company Name	Address	Supervisor	Reason for Leaving
TO: *FROM:*				
TO: *FROM:*				
TO: *FROM:*				
TO: *FROM:*				

May we contact your present employer? YES _____ NO _____

Have you ever pled guilty or "no contest" to a crime or been convicted of a crime?
YES_____ NO _____

If Yes, please give date and details of each.

_____

_____

_____

_____

Note: *Answering "Yes" to this question does not constitute an automatic bar to employment. Only those crimes which are substantially related to the position you are seeking will be considered.*

CONSUMER/LAW ENFORCEMENT REPORT AUTHORIZATION:
I authorize the Avon-Washington Township Public Library to conduct an investigation into the facts stated in this application including a personal background check that may include an investigative consumer report or law enforcement report to which I might make a written request as to the nature and contents of such a report if obtained. In addition, I understand that the Library as a participant in the E-Verify program will verify my eligibility for employment through the Federal Government. I also understand that my employment, should I be offered a position, is contingent on the results of the personal background check and the E-Verification.

_____
Signature

REFERENCE RELEASE:
I voluntarily give the Avon-Washington Township Public Library the right to make a thorough investigation of my past employment and activities, agree to cooperate in such investigation, and release from all liability of responsibility all persons, companies, or corporations supplying such information.

_____
Signature

PRE-EMPLOYMENT STATEMENT:
I understand that any false statements or answers made by me on this application or any supplement thereto, or in connection with the above-mentioned investigations will be sufficient grounds for immediate discharge.

_____
Signature