

DATE:

WASHINGTON CARNEGIE PUBLIC LIBRARY
APPLICATION FOR EMPLOYMENT

STUDENT

Please fill out the application as completely as possible and return the application in person or via postal mail to: Director, Washington Carnegie Public Library, 300 West Main St., Washington, and IN 47501 OR email to info@washingtonpubliclibrary.org

Please Print

NAME: (last) _____ (first) _____ (initial) _____		
HOME ADDRESS: (if different from above) _____ (city) _____ (state) _____ (zip code) _____		HOME TELEPHONE NUMBER () -
E-MAIL ADDRESS: _____		CELL PHONE TELEPHONE NUMBER () -
CURRENT HIGH SCHOOL GRADE CLASSIFICATION: [] Freshman [] Sophomore [] Junior [] Senior		DO YOU USE TEXTING?
CURRENT COLLEGE GRADE CLASSIFICATION: [] Freshman [] Sophomore [] Junior [] Senior		
Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? [] Yes [] No *You will be required to show proof of citizenship or immigration status upon employment.		
What is your first language? _____		Other languages that you read or speak fluently: _____
Are you at least 16 years of age? [] Yes [] No If no, when will you be 16? _____		
AVAILABILITY: Students should be available to work at least 2 of the following: 4pm-7pm Monday, Tuesday, Wednesday, Thursday or Friday until 5pm. Students will work every Saturday from 10am-2pm. Time off will be granted for school functions (not sports but events such as SAT, Prom) and important family functions (reunions, family vacation).		
I CAN WORK THE FOLLOWING EVENINGS: (Rank 1 through 5) [] Mon [] Tues [] Wed [] Thurs [] Fri		
SKILLS OR INTERESTS YOU POSSESS (Check all that apply)		
[] Ability to use Computer Operating Systems: (i.e. Windows, Mac) _____		
[] Knowledge of an ability to operate electronic devices (eReader, tablet, cell phone, laptops, etc)		
[] Working Knowledge of Microsoft Office Programs [] Excel [] Publisher [] PowerPoint [] Word		
[] Navigating a search engine with accuracy		
[] Ability to set up an email account for a patron _____		
[] Other: _____		
Library Services You Have Used:		
[] INSPIRE Databases		
[] Evergreen Online Catalog (WCPL's Library Patron Interface)		
[] World Book Online		
[] OverDrive &/or Libby: (digital Downloads)		
[] Other _____		
Special Interests/Hobbies: (i.e. music, community service work)		

APPLICATION FOR STUDENT EMPLOYMENT (Side 2) - Please Print

WORK EXPERIENCE		
Employer	Duties Performed	Dates of Employment

REFERENCES	
Name & Relationship	Contact information (Phone or email)

OTHER

What extra-curricular activities are you involved in (sports, band, chorus, etc.)? Please list below.

Other comments:

To the best of my knowledge, the above information is correct and true as given.

Signed:

Date: