

## Charles & JoAnn Lester Library — Employment Application

LAST NAME	FIRST NAME	MIDDLE INITIAL
STREET ADDRESS		CITY
		STATE
		ZIP
PHONE	DRIVER'S LICENSE #	
POSITION APPLIED FOR	DATE AVAILABLE TO START WORK	

**PLEASE ANSWER THE FOLLOWING QUESTIONS:**

Are you a U.S. citizen or do you have an entry permit which allows you to work? (circle) YES NO
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<p>Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you've applied?</p> <p>I have received and read the position description and understand the activities involved.          (circle) YES NO (Do not answer unless you have received the position description.)</p>
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<b>Education:</b> (circle highest level completed) HS 9 10 11 12 Undergrad 1 2 3 4 5+				
	Name	Course of Study	Years completed	Diploma
High School				
Undergraduate				
Graduate				
Other (Specify)				

Describe any experience, training, or volunteer activities that would qualify you for a position at the Charles & JoAnn Lester Library. Include any specialized training, skills, activities, second languages, or other qualifications:

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**EMPLOYMENT EXPERIENCE:** Start with your most recent or present job. Include any job-related, military service or volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Are you currently employed? (circle) YES NO	If YES, may we contact your current employer? (circle) YES NO
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EMPLOYER	SUPERVISOR NAME	PHONE
JOB TITLE	WORK PERFORMED	
DATES EMPLOYED (From/To)	REASON FOR LEAVING	

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DATES EMPLOYED (From/To)	REASON FOR LEAVING	

**REFERENCES:** Please do not include relatives.

Name:	Position/Title:	Phone:

I certify that answers given herein are true and correct and authorize investigation of all statements contained in this application for employment. In the event of employment, I understand that false and misleading information given in my application or interview(s) may result in discharge. I understand that I am required to abide by all rules and regulations of the City of Nekoosa. I understand that the City of Nekoosa is an "at will" employer and that I will be employed "at will" if I am hired.

Signature of Applicant

Date

## Charles & JoAnn Lester Library – Schedule Availability

NAME: \_\_\_\_\_

Please indicate the times you'd be available to work in a typical week. Please note any times of year in which your schedule might be different.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:00 — 9:30						
9:30 — 10:00						
10:00 — 10:30						
10:30 — 11:00						
11:00 — 11:30						
11:30 — 12:00						
12:00 — 12:30						
12:30 — 1:00						
1:00 — 1:30						
1:30 — 2:00						
2:00 — 2:30						
2:30 — 3:00						
3:00 — 3:30						
3:30 — 4:00						
4:00 — 4:30						
4:30 — 5:00						
5:00 — 5:30						
5:30 — 6:00						
6:00 — 6:30						
6:30 — 7:00						

**ADDITIONAL COMMENTS:**

# Charles and JoAnn Lester Library – Skills Inventory

LAST NAME	FIRST NAME	MIDDLE INITIAL
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## LANGUAGE SKILLS

Do you have training/experience in a language other than English? (circle)                      YES              NO  
 Please describe which language(s) including length of study and extent of experience: \_\_\_\_\_  
 \_\_\_\_\_

## COMPUTER SKILLS (circle all that apply)

Are you familiar with using the following?	How often do you use this application?					
Google Chrome	YES	NO	Daily	Weekly	Monthly	Occasionally
Mozilla Firefox	YES	NO	Daily	Weekly	Monthly	Occasionally
Word	YES	NO	Daily	Weekly	Monthly	Occasionally
	Do you know how to insert a picture/clipart into a Word document? (circle) YES NO					
Excel	YES	NO	Daily	Weekly	Monthly	Occasionally
PowerPoint	YES	NO	Daily	Weekly	Monthly	Occasionally
Publisher	YES	NO	Daily	Weekly	Monthly	Occasionally
E-mail	YES	NO	Daily	Weekly	Monthly	Occasionally
	Which e-mail applications do you have experience using? Please circle all that apply. Gmail Hotmail Yahoo Mail Outlook Other: _____					
	Do you know how to send a file attachment using an e-mail account?(circle) YES NO					
LINKCat	YES	NO	Daily	Weekly	Monthly	Occasionally
Library Website	YES	NO	What is the address for the library's website? _____			

## ADDITIONAL TECHNOLOGY SKILLS: (circle all that apply)

<u>Have you used the following equipment?</u>	<u>How often do you use this equipment?</u>					
USB/Jump Drive	YES	NO	Daily	Weekly	Monthly	Occasionally
Photocopier/Scanner	YES	NO	Daily	Weekly	Monthly	Occasionally
E-reader/Tablet/Ipad	YES	NO	Daily	Weekly	Monthly	Occasionally
Smart Phone	YES	NO	Daily	Weekly	Monthly	Occasionally