

Name \_\_\_\_\_ Date \_\_\_\_\_

- Please check any/all positions for which you wish to be considered.
- We will keep your application on file and consider you for vacancies for 6 months.
- All positions require evening, weekend, or weekday hours unless otherwise noted.
- Must have flexible schedule for additional hours if necessary and as approved by your supervisor.
- Descriptions are subject to change without notice subject to the needs of The Urbana Free Library.

- Shelver/Barista, hourly:** Reshelve books, audio and video cards; keep materials in order; empty outside return bins; and perform other duties related to the Library collection. Also work as a barista in the Library cafe. Passing score on the shelving test\* and ability to lift and carry up to 50 pounds required. Prior successful work experience and maximum scheduling availability desirable. \$10.5615 per hour. Scheduled 10-15 hrs/wk.
  - Circulation clerk/Information assistant, hourly:** Issue library cards, check materials in and out, and perform other duties at the circulation desk. Provide routine reference and reader's advisory service to patrons and assist them with catalog, Internet, computer software, fax, and copier questions at other public service desks. Participate in outreach and programming. Must meet people well, perform complex automated procedures, type 25 wpm\*, and have an associate's degree or equivalent and prior successful work experience. Passing score on the shelving test required.\* Public service or library experience and maximum scheduling availability preferred. \$14.5819 per hour (circulation clerk), \$16.2062 per hour (information assistant). Scheduled 10-15 hrs/wk.
  - Circulation clerk/Information assistant, part-time:** All requirements and job duties of the hourly circulation clerk/information assistant (listed above). In addition, passing score on the circulation clerk test required.\* \$17.3592 per hour (circulation clerk), \$18.4163 per hour (information assistant), pro-rated benefits. Scheduled 20-30 hrs/wk.
  - Archives assistant, hourly:** Provide reference service and retrieve archival records for patrons. Must have knowledge of local history and genealogy materials, including electronic resources; one year of full-time college coursework in a relevant field; prior successful work experience; and type 25 wpm.\* Public service and library experience desirable. Must be able to climb a ladder and lift 40-pound boxes to a height of six feet. Passing score on the shelving test required.\* \$16.2062 per hour. Scheduled 10-19 hrs/wk.
  - Acquisitions or Archives clerk, hourly:** Receive and process library materials; perform data entry and editing; and execute other duties to prepare materials for the collection. Must have exceptional orientation to detail, good manual agility, ability to work with various databases, type 25 wpm,\* and have a high school diploma or equivalent and prior successful work experience. Passing score on the shelving test and processing test required.\* Library experience desirable. \$12.8013 per hour. Scheduled 12-19 hrs/wk. Weekday hours.
- \* The shelving test is a 30-minute test that measures your ability to do fast and accurate work with names and call numbers. This test is given to all shelvers and clerks. In addition, clerks must pass a typing test. Tests will be given prior to employment. Part-time positions (20+ hrs/wk) require additional testing and panel interviews.
- Other posted positions,** please check and list here. \_\_\_\_\_  
\_\_\_\_\_



**APPLICATION FOR HOURLY AND PART-TIME EMPLOYMENT**



**The Urbana Free Library**

210 West Green Street, Urbana, Illinois 61801 • 217-367-4057 • fax 217-367-4061 • [urbanafreelibrary.org](http://urbanafreelibrary.org)

Date \_\_\_\_\_

This application must be filled out COMPLETELY by the applicant. Failure to provide information requested may result in your application not being considered. Type or print neatly. Be accurate and thorough. **Applicants are not obligated to disclose expunged juvenile records of adjudication or arrest.** Attach additional sheets if necessary. Application must have your signature to be valid.

Name (Last | First | MI) \_\_\_\_\_

Address (Street | Apt # | City | State | Zip) \_\_\_\_\_

Preferred Phone \_\_\_\_\_

Email \_\_\_\_\_

**EDUCATION HISTORY**

• High School (Name | City | State) \_\_\_\_\_

Did you graduate?  Yes  No Name of Degree / Diploma \_\_\_\_\_

• College / Other (Name | City | State) \_\_\_\_\_

Major / Area of Study \_\_\_\_\_ Dates Attended \_\_\_\_\_

Did you graduate?  Yes  No Name of Degree / Diploma \_\_\_\_\_

• College / Other (Name | City | State) \_\_\_\_\_

Major / Area of Study \_\_\_\_\_ Dates Attended \_\_\_\_\_

Did you graduate?  Yes  No Name of Degree / Diploma \_\_\_\_\_

• Other (Name | City | State) \_\_\_\_\_

Major / Area of Study \_\_\_\_\_ Dates Attended \_\_\_\_\_

Did you graduate?  Yes  No Name of Degree / Diploma \_\_\_\_\_

## SKILLS AND INTERESTS

Please list any skills, special training, accomplishments, unusual qualifications, or related volunteer experience.

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Please list any significant outside interests / activities (e.g., theater, music, sports) related to the position(s).

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Please describe your career / work interest.

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## LANGUAGE SKILLS

*Attach additional sheets if needed.*

Do you know any language other than English?  Yes  No

• Language \_\_\_\_\_

Oral Level  Polite  Literate  Fluent

Written Level  Polite  Literate  Fluent

• Language \_\_\_\_\_

Oral Level  Polite  Literate  Fluent

Written Level  Polite  Literate  Fluent

• Language \_\_\_\_\_

Oral Level  Polite  Literate  Fluent

Written Level  Polite  Literate  Fluent

**Polite** means being able to greet and exchange pleasantries, indicate or understand an emergency or uncomfortable situation, and ask if an interpreter is needed.

One is **literate** if he / she can understand a newscast or read a newspaper.

One is **fluent** if he / she speaks and writes the language as well as his / her native language.

## SCHEDULING INFORMATION

Name \_\_\_\_\_ Date \_\_\_\_\_

My preferred schedule would be \_\_\_\_\_ # of hours / week.

I cannot accept a job with fewer than \_\_\_\_\_ # hours / week.

I cannot work more than \_\_\_\_\_ # hours / week.

I am available to work at the library for

- up to 6 months
- 6 months to 1 year
- 1 - 2 years
- over 2 years

Date available to start \_\_\_\_\_

## CONFLICTS / HOURS YOU ARE NOT AVAILABLE

Please list after each day the exact hours that you are NOT AVAILABLE to work due to other conflicts, including your commuting time. Example: Monday 8:00 a.m. - 1:00 p.m. Please be very specific.

Sunday \_\_\_\_\_

Monday \_\_\_\_\_

Tuesday \_\_\_\_\_

Wednesday \_\_\_\_\_

Thursday \_\_\_\_\_

Friday \_\_\_\_\_

Saturday \_\_\_\_\_

- This conflict information is NOT likely to change.
- This conflict information applies to the following period of time (e.g., fall semester, February - March, etc.).

\_\_\_\_\_

- I am looking for year-round employment.
- I am looking for temporary / seasonal employment. Please specify time period desired.

\_\_\_\_\_

Applications are retained for 6 months. **To assure consideration for future vacancies, you must keep your phone, address, and scheduling information up-to-date.**

## EMPLOYMENT HISTORY

Begin with your most recent employment and list your prior employers, including military service, temporary, and part-time jobs. Provide ALL information requested. Do NOT leave any blanks. Attach additional sheets if needed.

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Employer (Name | Address) \_\_\_\_\_

Supervisor (Name | Title | Phone | Email) \_\_\_\_\_

Your job title \_\_\_\_\_ # of hours / week \_\_\_\_\_

Date you began (Month | Year) \_\_\_\_\_ Date you left (Month | Year) \_\_\_\_\_

Your job duties \_\_\_\_\_

Reason for leaving \_\_\_\_\_

May we contact this employer?  Yes  No

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Employer (Name | Address) \_\_\_\_\_

Supervisor (Name | Title | Phone | Email) \_\_\_\_\_

Your job title \_\_\_\_\_ # of hours / week \_\_\_\_\_

Date you began (Month | Year) \_\_\_\_\_ Date you left (Month | Year) \_\_\_\_\_

Your job duties \_\_\_\_\_

Reason for leaving \_\_\_\_\_

May we contact this employer?  Yes  No

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Your job title \_\_\_\_\_ # of hours / week \_\_\_\_\_

Date you began (Month | Year) \_\_\_\_\_ Date you left (Month | Year) \_\_\_\_\_

Your job duties \_\_\_\_\_

Reason for leaving \_\_\_\_\_

May we contact this employer?     Yes     No

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Employer (Name | Address) \_\_\_\_\_

Supervisor (Name | Title | Phone | Email) \_\_\_\_\_

Your job title \_\_\_\_\_ # of hours / week \_\_\_\_\_

Date you began (Month | Year) \_\_\_\_\_ Date you left (Month | Year) \_\_\_\_\_

Your job duties \_\_\_\_\_

Reason for leaving \_\_\_\_\_

May we contact this employer?     Yes     No

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*Attach additional sheets if needed.*

## GAPS IN EMPLOYMENT

Explain all gaps in employment and discharges, including gaps between the last job and the present.

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## REFERENCES

List other references here (professional, work-related references are preferred). References must be familiar with your knowledge, skills, and abilities and may not be your relative.

• **REFERENCE 1 OF 3**

Name \_\_\_\_\_

Employer \_\_\_\_\_

Current Position \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Relationship to Candidate \_\_\_\_\_ Years Known \_\_\_\_\_

• **REFERENCE 2 OF 3**

Name \_\_\_\_\_

Employer \_\_\_\_\_

Current Position \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Relationship to Candidate \_\_\_\_\_ Years Known \_\_\_\_\_

• **REFERENCE 3 OF 3**

Name \_\_\_\_\_

Employer \_\_\_\_\_

Current Position \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Relationship to Candidate \_\_\_\_\_ Years Known \_\_\_\_\_

1. Have you ever failed to be rehired, been asked to resign a position, resigned to avoid termination, expelled, or been terminated from employment?  Yes  No

If yes, please explain. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Are you eligible for employment in the United States? (Proof of U.S. citizenship or immigration status will be required upon employment.)  Yes  No

3. Are you at least 16 years of age?  Yes  No (Age 15 and under requires a work permit.)

4. Are you willing to undergo a physical examination by a physician to prove you are physically able to safely perform the tasks of the job for which you have applied?  Yes  No

**CERTIFICATION OF APPLICATION**

**CERTIFICATE OF APPLICATION:** I hereby certify that my statements on this form, and my answers to questions, contain no misrepresentations or falsifications. I am aware that the Library may conduct investigations to verify my educational background and employment history, and that if these investigations reveal such misrepresentations or falsifications, my application will be disqualified, my name will be removed from all eligible lists, and my application for future positions at the Library will not be accepted. I am also aware that misrepresentations or falsifications on this form or any accompanying data may result in my dismissal from any position at The Urbana Free Library at any future time. I understand that acceptance of employment does not create a contractual obligation upon the Library to continue to employ me in the future.

By signing this application, I authorize the investigation of all statements and information contained in this application. I release from all liability anyone supplying such information, including disciplinary reports, letters of reprimand, or other disciplinary actions. I authorize the Illinois State Police Department and the FBI to release to The Urbana Free Library any conviction information for the purpose of evaluating my qualifications and character as it relates to the position(s) for which I have applied. I also release The Urbana Free Library from all liability that might result from an investigation.

All qualified applicants will receive consideration for employment regardless of race, color, religion, gender, age, national origin, disability, or membership in any protected class as stipulated in the Urbana City Code. The Urbana Free Library is an Equal Opportunity Employer.

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_





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***This information will be kept separate from your application.***

Name \_\_\_\_\_ Position(s) applied for \_\_\_\_\_

How did you hear about the position(s)? Check **ALL** that apply.

- |   |   |
|---|---|
| <input type="checkbox"/> In-library poster                        | <input type="checkbox"/> Social media (Facebook, Twitter, LinkedIn, etc.) |
| <input type="checkbox"/> Indeed.com                               | <input type="checkbox"/> Somebody told me about it                        |
| <input type="checkbox"/> News-Gazette                             | <input type="checkbox"/> University of Illinois Career Center             |
| <input type="checkbox"/> Parkland College Career Center           |   |
| <input type="checkbox"/> Professional publication / website _____ |   |
| <input type="checkbox"/> Website (which one?) _____               | <input type="checkbox"/> Other source _____                               |

**EQUAL EMPLOYMENT OPPORTUNITY DATA**

**VOLUNTARY SELF-IDENTIFICATION**

***Your responses will be kept confidential and separate from your application.***

The following information is being gathered not for employment decisions, but for record keeping. Your responses are strictly voluntary and will help in the developing and monitoring of our Equal Employment Opportunity Program. Any information provided will be kept confidential.

**Gender**    Female    Male

**Racial / Ethnic Data**

Please identify yourself as closely as possible in terms of the following racial / ethnic groups:

- White** (Not of Hispanic origin) All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- Black** (Not of Hispanic origin) All persons having origins in any of the Black racial groups of Africa.
- Hispanic** All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- Asian or Pacific Islander** All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.
- American Indian or Alaskan Native** All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

If you choose not to answer any of these questions, you will not be subject to any adverse treatment.

**I DO NOT WISH TO FURNISH THIS INFORMATION.** Initials \_\_\_\_\_ Date \_\_\_\_\_