

Position: Library Assistant (Full-Time)

**Duties:**

1. Plan and implement programs inside the building for pre-school and elementary children as well as outreach programs, and family-oriented programs, working closely with the Children's Services Librarian and other staff.
2. Assist in the general operation of children's services.
3. Help patrons at the circulation desk according to policies of the Jay County Public Library and the Evergreen Indiana library consortium.
4. Perform a variety of other clerical, general office, and library-specific duties to be assigned based on education, experience, and strengths.

**Required Skills and Background:**

1. High school diploma or GED.
2. Experience working with children of all ages.
3. Positive public service attitude, outgoing personality, creativity, attention to detail, ability to work in a team environment, willingness to learn, self-motivated.
4. Physically able to carry tote boxes and push carts of materials, climb stairs, be able to re-arrange furniture for programs, respond to the needs of children, crouch or reach to retrieve library materials.
5. Computer skills and comfort with technology, dependable transportation.
6. Familiarity with organization and functions of the library.

**Terms:**

1. 37.5 hours per week including some evening and Saturday assignments. The schedule will be fairly consistent but may change based on future needs of the library.
2. Starting pay is \$19.39 per hour. Pro-rated amount of PTO upon start of employment.
3. Enrollment in the Indiana Public Retirement System.
4. Once an application is filed, please **do not** call to check on its status.

**Position Availability:**

Immediate - Applications accepted until position is filled.

**Application Procedures:**

Pick up application at the front desk at the library and return it back with a letter of interest and resume to the front desk or mail to: JCPL Attn: Eric Hinderliter 315 North Ship Street Portland, IN 47371. Or, find application on our website ([www.jaycpl.lib.in.us](http://www.jaycpl.lib.in.us)) and email application, letter of interest and resume to [ehinderliter@jaycpl.lib.in.us](mailto:ehinderliter@jaycpl.lib.in.us).

JAY COUNTY PUBLIC LIBRARY  
APPLICATION FOR EMPLOYMENT

Position: Library Assistant (Full-Time)

Application Date \_\_\_\_\_

Name \_\_\_\_\_ Telephone \_\_\_\_\_  
Last/First/ Middle

Address \_\_\_\_\_  
Street/City/State/Zip

Referred by \_\_\_\_\_ Applied here before? \_\_\_\_\_

**EDUCATION**

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

Secondary Education: \_\_\_\_\_

**EMPLOYMENT HISTORY** (start with current employer)

Dates of Employment \_\_\_\_\_ Employer \_\_\_\_\_ Supervisor \_\_\_\_\_

Nature of Job \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Dates of Employment \_\_\_\_\_ Employer \_\_\_\_\_ Supervisor \_\_\_\_\_

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Nature of Job \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

If you are currently employed, may we contact that employer? \_\_\_\_\_ Supervisor's name \_\_\_\_\_

Date you could start this job? \_\_\_\_\_

The Jay County Public Library is an equal opportunity employer.  
Employment applications are kept on file for only 60 days.

Are you prevented from lawfully becoming employed in the United States because of Visa or Immigration Status? \_\_\_\_\_  
(Proof of citizenship or Immigration Status will be required upon employment.)

Do you have a valid State of Indiana driver's license without restrictions, other than needing visual correction? \_\_\_\_\_

This job may include a mix of day, evening and Saturday hours. If you would have conflicts with such hours, give a brief explanation \_\_\_\_\_

List activities (other than religious) such as clubs, sports, and hobbies:  
\_\_\_\_\_  
\_\_\_\_\_

**REFERENCES** (Do not use relatives.)

Name, Address \_\_\_\_\_ Phone \_\_\_\_\_

Reference's business \_\_\_\_\_ Years Known \_\_\_\_\_ How known \_\_\_\_\_

Name, Address \_\_\_\_\_ Phone \_\_\_\_\_

Reference's business \_\_\_\_\_ Years Known \_\_\_\_\_ How known \_\_\_\_\_

Name, Address \_\_\_\_\_ Phone \_\_\_\_\_

Reference's business \_\_\_\_\_ Years Known \_\_\_\_\_ How known \_\_\_\_\_

Name, Address \_\_\_\_\_ Phone \_\_\_\_\_

Reference's business \_\_\_\_\_ Years Known \_\_\_\_\_ How known \_\_\_\_\_

**PHYSICAL RECORD**

Do you have any physical condition which may limit your ability to perform the job applied for? It will entail climbing stairs, stepping up and down on step stools, driving the bookmobile, carrying boxes of books, and using a computer keyboard, for example. (circle one) No Yes

If Yes, explain \_\_\_\_\_  
\_\_\_\_\_

I authorize investigation of all statements contained in this application and release from liability any person or employer supplying such information as well as consent to a criminal background check. I certify that the facts and information set forth in this application are true and complete to the best of my knowledge and understand that any falsification, misrepresentation or omission of acts will be cause for denial of employment or immediate termination of employment, regardless of when or how discovered.

I understand and agree that any employment which may be offered is "at will," which means it is for no definite period and may, regardless of the date of payment of my wages, be terminated at any time without any previous notice.

Date \_\_\_\_\_

Signature \_\_\_\_\_