Jay County Public Library Job Posting

Position: Student Page (Part-Time)

Duties:

1. Shelve materials throughout building.
2. Assist in loading and unloading boxes of books on bookmobile.
3. Read shelves (i.e. checking labels on shelved materials to make sure they are in proper order on shelves).
4. Straighten materials on shelves.
5. Check in and out materials at circulation desk and assist patrons.
6. Will also entail some typing, processing and mending books, answering the phone and reference questions, and other tasks as assigned.

Requirements:

1. Must be a high school student with above average grades.
2. Has the time to commit to regular working hours.
3. Physical ability to lift and carry boxes of books, climb stairs and use a keyboard.
4. Positive public service attitude; ability to work in a team environment; ability to pay attention to detail; self-motivated; willingness to do a good job.
5. Dependable transportation.
6. Desirable: familiarity with computers, organization of library, Dewey Decimal system.

Terms:

1. Average of 12 hours per week.
2. 4 p.m. to 8 p.m. on weekdays
3. 8 a.m. to 1 p.m. on some Saturdays.
4. Some weekday, daytime hours during school vacations may be required.
5. Hourly wage of $11.58 an hour. There are no benefits such as vacation, sick time or health insurance.

Position Availability:

This position will be open until filled.

Notes to Applicants:

1. The library accepts applications only in response to job postings and are held for sixty (60) days.
2. Not every applicant will be interviewed.
3. Once an application is filed, please **do not** call to check on its status.
4. The library is an equal opportunity, at will employer.

JCPL: 4/7/26 ech

JAY COUNTY PUBLIC LIBRARY
APPLICATION FOR EMPLOYMENT

Position: Student Page (Part-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_____

Nature of Job_____Reason for Leaving_____
_____

Dates of
Employment_____Employer_____Supervisor_____

Nature of Job_____Reason for Leaving_____
_____

Dates of
Employment_____Employer_____Supervisor_____

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.

-over-

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. 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 _____