

Material Services Specialist III



Education Requirements:	College degree required; Library experience preferred
Proficient in:	Microsoft Products Organization Skills ILS Experience preferred
Work Week:	18 - 25 hours per week; includes occasional nights and weekends
Hourly wage:	\$15.00-\$17.00 based on education and experience
Benefits:	Paid holiday leave and paid leave for approved training No paid time off, sick time, retirement, or insurance
Duties:	Process and cover new items to make them ready for patron use Copy catalog new items into the library's ILS including books, Blu-rays, and board games Fill supply requisitions from other departments of the library Be able to work well with little supervision

Please submit an application, cover letter, and resume to:

Zachary Balgeman
Material Services Manager
Avon-Washington Township Public Library
498 N Avon Ave.
Avon, IN 46123
zbalgeman@avonlibrary.net

AVON-WASHINGTON TOWNSHIP PUBLIC LIBRARY

498 North Avon Avenue

Avon, IN 46123

Application for Employment

Today's Date _____

Name _____
Last First Middle

Address _____
Street City State Zip

Phone Number _____ Email _____

Are you a U.S. Citizen? YES _____ NO _____

If you are not a U.S. citizen, do you have a legal right to remain permanently and have authorization to be employed in the U.S.? YES _____ NO _____

As a condition of employment, successful applicants will be asked to document the preceding statements. The library participates in the Federal Government E-Verify program.

Position Desired _____ Wage or Salary
Expected \$ _____ / _____

Date Available _____

Area of work you prefer and any other information you think should be considered:

Are you requesting full-time or part-time work? _____

Can you work evening hours? YES NO

Can you work on Saturdays? YES NO

Can you work on Sundays? YES NO

Can you type? YES NO Words per Minute _____

EDUCATION

	NAME	LOCATION	DEGREE
Grade School			
High School			
College			
Business/Vocational			
Other training or schools			

EMPLOYMENT HISTORY

List all employment beginning with current employer. Attach extra sheet if necessary.

Dates of Employment	Company Name	Address	Supervisor	Reason for Leaving
TO: FROM:				
TO: FROM:				
TO: FROM:				
TO: FROM:				

May we contact your present employer? YES _____ NO _____

Have you ever pled guilty or "no contest" to a crime or been convicted of a crime?
 YES _____ NO _____

If Yes, please give date and details of each.

Note: Answering "Yes" to this question does not constitute an automatic bar to employment. Only those crimes which are substantially related to the position you are seeking will be considered.

CONSUMER/LAW ENFORCEMENT REPORT AUTHORIZATION:

I authorize the Avon-Washington Township Public Library to conduct an investigation into the facts stated in this application including a personal background check that may include an investigative consumer report or law enforcement report to which I might make a written request as to the nature and contents of such a report if obtained. In addition, I understand that the Library as a participant in the E-Verify program will verify my eligibility for employment through the Federal Government. I also understand that my employment, should I be offered a position, is contingent on the results of the personal background check and the E-Verification.

Signature

REFERENCE RELEASE:

I voluntarily give the Avon-Washington Township Public Library the right to make a thorough investigation of my past employment and activities, agree to cooperate in such investigation, and release from all liability of responsibility all persons, companies, or corporations supplying such information.

Signature

PRE-EMPLOYMENT STATEMENT:

I understand that any false statements or answers made by me on this application or any supplement thereto, or in connection with the above-mentioned investigations will be sufficient grounds for immediate discharge.

Signature