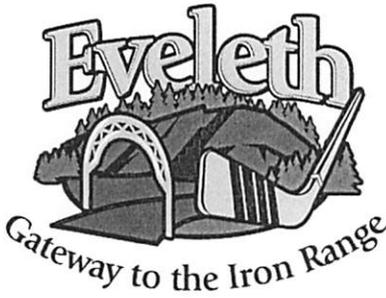


The City of Eveleth is accepting applications for a permanent part-time, 20 hours/week, Library Technician Position. Minimum qualifications – 3 years similar experience in a library and two years post-secondary education. Competitive salary with pro-rated benefits. Anticipated start date February 1, 2017. Application packets can be picked up at Eveleth City Hall, the Library, or [www.evelethmn.com](http://www.evelethmn.com). Applications will be accepted until 3:00 p.m., December 15, 2016 at Eveleth City Hall, Attn: City Administrator, 413 Pierce Street, Eveleth, MN. The City of Eveleth is an equal opportunity employer.



## Employment Application

Please complete application fully, even if information is duplicated in a resume. Falsified or misleading statements on this application may be grounds for disqualifying you from being further considered for employment with the City of Eveleth.

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First M.I.

Address: \_\_\_\_\_  
Street Address Apartment/Unit #  
 \_\_\_\_\_  
City State ZIP Code

Phone: ( ) \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Date Available: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Available to work (circle one):    Full-time            Part-time            Temporary            Seasonal

Are you a citizen of the United States?    YES  NO     If no, are you authorized to work in the U.S.?    YES  NO

Have you ever been employed here before?    YES  NO     If so, when? \_\_\_\_\_

Have you ever been convicted of a felony?    YES  NO

If yes, explain: \_\_\_\_\_

### Education

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

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate?    YES  NO     Degree: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate?    YES  NO     Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate?    YES  NO     Degree: \_\_\_\_\_

**Previous Employment**

Company: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_  
\_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

Company: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_  
\_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

Company: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_  
\_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

**If you require additional space please attach a separate sheet of paper.**

### Military Service

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

### Professional References

*Please list three professional references.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_

### Disclaimer and Signature

*I understand that the City of Eveleth has the right to verify information contained in this application. I authorize the City of Eveleth and any agent acting on its behalf to investigate all statements contained in this application for employment and any addendum, including but not limited to, my records maintained by an educational institution relating to academic performance (such as transcripts) as may be necessary to determine my eligibility for employment. Moreover, I hereby release the City of Eveleth and any agent acting on its behalf from any and all liability by reason of requesting such information from any person or entity.*

*I certify that my answers are true and complete to the best of my knowledge and I understand that, if employed, falsified or misleading statement on this application and addendum or made during an interview, which may be discovered now or anytime in the future, shall be grounds for dismissal. I acknowledge that this document shall not be construed as a contract or offer of employment and understand and agree that, if hired, my employment is for no definite period and may be terminated at any time.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## IMPORTANT FACTS ABOUT INFORMATION ON YOUR APPLICATION

Certain information in this application is considered private; that is, it may be released only to you and agencies where you may be considered for employment. Information in this application that is defined by *public* may be released on request and includes: veteran status; relevant test scores; rank on eligible list; job history; education and training; and work availability. Your name is private data except when certified as eligible for appointment to a vacancy or when you are considered by the appointing authority to be a finalist for a position in public employment. (To comply with M.S. 13.43, Subd 2 and Subd 3.)

Private Data	Why We Ask For It	Are You Legally Obligated to Provide It?	What May Happen If You Don't Provide It?
Name	To distinguish you from all other applicants.	Yes	Failure to provide may be cause for rejection of your application.
Address	To be able to send you correspondence.	Yes	Failure to provide may be cause for rejection of your application.
Home Telephone	To be able to contact you to arrange for an interview, if granted.	No	We may not be able to employ you in certain jobs where you may be required to come in to work on short notice.

***The City of Eveleth does not discriminate on the basis of race, color, religion, creed, national origin, age, sex, sexual orientation, disability, marital status, status with regard to public assistance, membership in a local commission, or any other legally protected status in its hiring or employment practices.***



## **Library Technician – Supplemental Application Questions**

1. Describe in detail your public library experience.
2. Describe your college education. How many college credits do you have?
3. Describe your knowledge of the scope and physical organization of public libraries.
4. Describe any experience you have planning and implementing children and adult programming.
5. What integrated library systems have you worked with currently or in the past?
6. What office software and equipment are you familiar with?
7. Describe your knowledge of searching and using online databases? What is your favorite?
8. Describe your familiarity with literature and current reading trends?
9. Describe your experience and ability to communication in person, by telephone, electronically, and with the public.
10. Describe your knowledge of and experience with filing rules and shelving.
11. Describe your familiarity with the Dewey Decimal System?

*Attach additional sheets if necessary to answer these questions.*