

Applying for Employment at the Downers Grove Public Library

I. Applying for Library Jobs

Applications for employment at the Downers Grove Public Library are available at the Circulation Desk during regular library hours. Application forms must be completed by all job applicants, except those applying for a librarian's position. The forms should be returned to the Circulation Desk or the Administration Office. Applicants for librarian positions should mail a resume and cover letter to the Administration Office.

When a vacancy occurs it is advertised in the library, on the library website, library schools, or regional professional bulletins, as appropriate to the position. In addition, our application files are checked for qualified candidates. The applicants whose qualifications and experience best match those needed for the position will be interviewed.

All applications will remain in the active file for six months and will be considered for vacancies that occur within that time. An individual whose application has been on file for six months may call the Administration Office and request that the application remain active for another six months.

2. Library Jobs

Positions available include shelver, clerk, library assistant, and librarian. Responsibilities include:

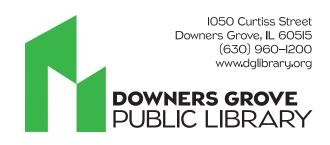
- a. Shelvers re-shelve library materials and make sure the materials on the shelves are in the proper order.
- b. Clerks perform basic clerical tasks, data entry, and circulation work.
- c. Library assistants help patrons locate and use materials, help with children's programs, answer questions or perform technical tasks such as ordering or cataloging materials using automated systems.
- d. Librarian positions require a Masters Degree in Library Science. Professional librarians answer reference questions, assist patrons with the collection, select new material, and supervise staff.

Hourly starting pay (in 2017) ranges from \$10.20 for shelvers to \$16.00 for library assistants. You may indicate on the application form the minimum salary acceptable to you. If you indicate a minimum salary, you will not be considered for any position that pays less than your minimum, even if you are otherwise well qualified for that position.

Most positions at the library are part-time positions of 12 to 25 hours per week. The library has very few seasonal positions; employees are expected to work year-round. Because the library is open evenings and weekends, most positions require some evening and weekend hours. To be sure that you are considered for all positions that are appropriate, it is important to indicate on the application form all the hours you might be available to work.

3. Ouestions

Any questions concerning employment at the Downers Grove Public Library should be directed to hiring manager listed in the job ad.



Employment Application

Date:		

I. General Information

Name:				Telep	hone:	
Email address: _				Cell I	ohone:	
Address:				City	Zi	p:
If you are applyi	ing for a particu	lar position, wha	t is that position:			
Where did you h	near about the p	oosition?				
•		ition do you want hat occur within t			_ Yes	No
If employed, can	ı you provide pr	oof of authorizati	on to work in the	U.S.?	Yes	No
Are you under a	ge 16?		Yes	No		
If this is a gener	al application, a	are you applying f	or:			
Year rou	nd part-time		Year re	ound full-time	e	
•		ered for positions our minimum acc	1 5 0	ay? \$		
What hours are	you available to	work? (indicate	below)			
Monday	Tuesday	Wednesday	Thursday	Friday	Saturda	y Sunday
2. Education						
School Na	me of School			Major		Degree Earned
High						
College						
Other						
3. Work Expe	erience					
Firm	Positi	on Held	Dates	D	Outies	

4. Special S	Skills and Experience		
Do you type?_			
What other sk in general?	ills or experiences do you have tha	at might be relevant to the position s	sought or to library work
		ersonal interest groups in which you ght indicate race, religion, sex, age, o	
	ces that we can contact, work	references preferred.	
Name	Address	Telephone	Relationship
supplying false or termination investigation of at an employm employer in de in any court of mation. I under	e information herein shall result in from employment, regardless of word all statements contained in this ment decision; and I herby agree to refending against any charge, comp of the State or Federal government cerstand that neither this documen	ne and complete to the best of my known immediate disqualification for conswhen such false information is discovapplication for employment as may be indemnify and hold harmless each ablaint, or suit filed with any Federal, of the providing an accurate, factual his ton any offer of employment from that effect is executed by the employer	ideration for employment vered. I authorize be necessary in arriving and every current or prior State, or local agency, or story of employment infor- the employer constitutes
Signature		Date	

Equal Employment Opportunity

We are an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.