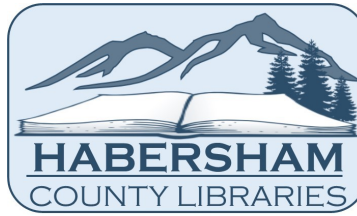


Employment Application



Cornelia Library
301 North Main Street Cornelia, GA 30531
706-778-2635

Clarksville Library
178 East Green Street Clarksville, GA 30523
706-754-4413

Applicant Information

Last Name _____ First _____ M.I. _____ Date _____

Address _____

City _____ State _____ Zip Code _____

Phone _____ E-mail address _____

Date Available _____

Position Applied for: **PART TIME CIRCULATION CLERK**

Are you a U.S. citizen? Yes No If no, are you authorized to work in the U.S.? Yes No

Have you ever worked at a public library? Yes No If so, when? _____

Have you ever been convicted of a felony? Yes No If yes, explain _____

Are you willing to submit to a pre-employment drug screen? Yes No

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 _____

References

*Please list at least two **PROFESSIONAL** references*

*1. Company _____ Phone _____

Address _____

Name _____ Relationship _____

*2. Company _____ Phone _____

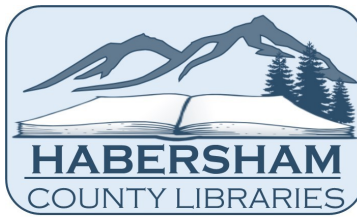
Address _____

Name _____ Relationship _____

3. Company _____ Phone _____

Address _____

Name _____ Relationship _____



Previous Employment

Regarding your most recent job, please provide the following information:

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

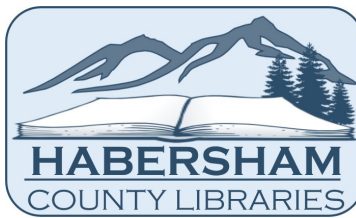
Address Supervisor

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature Date



The Habersham County Library is taking applications for a part-time Circulation Clerk. Applicants must have or be actively pursuing a high school diploma or GED. Current or past work experience in public libraries is preferred. The position is for 17 hours per week at \$9.00 per hour.

(5 of those hours will be at the Cornelia-Habersham County Library while 12 will be at the Clarkesville-Habersham County Library.)

Applicants must be able to work morning or evening shifts during the library's normal operating hours including some Saturdays.

Cornelia Library Hours

Monday & Tuesday 9AM-6PM
Wednesday 9AM-5PM
Thursday 9AM-7PM
Friday 9AM-5PM

Clarkesville Library Hours

Monday -Thursday 10AM-6PM
Friday 10AM-5PM
Saturday 10AM-2PM

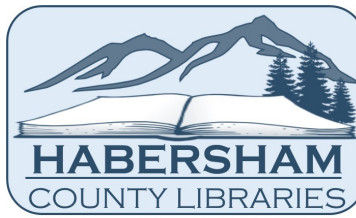
GENERAL DESCRIPTION(S) OF POSITION(S)

Circulation Clerk is a clerical position with high level responsibilities under the direct supervision of the Library Manager. Persons are also under supervision of the Habersham County Library Board.

Duties involve well-defined tasks and procedures that frequently involve assisting other staff members and the Library Manager. Duties include all functions of the circulation desk, daily reference work, but most importantly providing assistance to patrons.

SPECIFIC DUTIES AND RESPONSIBILITIES

Checking items in and out
Shelving and Shelf-Reading
Assigning Internet stations to patrons
Assist patrons with computer problems
Directing patrons to reference tools as needed
Related duties such as the use of office machines and computer equipment
Knowledge of directional, and factual information about library services and materials
Minor repair of books or other library materials
Knowledge of popular titles and authors
Must possess the personal traits of tact, courtesy, poise, and alertness
Placing holds for patrons
Answering phones
Any additional duties that may be assigned by the Library Manager



List any special skills that you have especially related to the job for which you are applying.

Why do you want to work at the library?

Why would you make a good library employee?

Do you have a PINES card?

Are you available to work any time of day?

Are you available to work Saturdays?

Please number the following in numerical/alphabetical order beginning with one and going through nine.

- ___ 410.461 CA
- ___ 401.018 CAB
- ___ 444.224 A
- ___ 410.461 CCA
- ___ 444.224 AAB
- ___ 444.02 AL
- ___ 401.08 FOL
- ___ 444 F
- ___ 401.008 FOL
- ___ 410.46 WER

****THIS PAGE MUST BE TURNED IN COMPLETE WITH APPLICATION FOR CONSIDERATION.****