



1050 Curtiss Street Downers Grove, IL 60515
(630) 960-1200 TDD (630) 960-1345
www.downersgrovelibrary.org

Applying for Employment at the Downers Grove Public Library

1. 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 and on the library website, local newspapers, 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

The types of positions available include shelver, clerk, library assistant, and librarian. The responsibilities of these positions include:

- a. Shelves 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 2011) ranges from \$9.09 for shelvers to \$13.83 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. Questions

Any questions concerning employment at the Downers Grove Public Library should be directed to Jolene Carlson, Assistant Library Director.



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Employment Application

Date: _____

1. General Information

Name: _____ Telephone: _____

Email address: _____ Cell phone: _____

Address: _____ City: _____ Zip: _____

If you are applying for a particular position, what is that position: _____

Where did you hear about the position? _____

If you are not hired for this position do you want your application to be considered for other openings that occur within the next six months? _____ Yes _____ No

Are you a U.S. citizen or legal alien? _____ Yes _____ No

Are you under age 16? _____ Yes _____ No

Have you ever been convicted of a felony? _____ Yes _____ No

(Such conviction may be relevant but does not necessarily bar you from employment. Note: You are not required to disclose records of convictions or arrests which have been sealed or expunged.)

If yes, state pertinent information concerning each conviction, including date, plea and nature of conviction:

If this is a general application, are you applying for:

_____ Year round part-time _____ Year round full-time

If you do not want to be considered for positions paying less than a certain salary, what is your minimum acceptable hourly pay? \$ _____

What hours are you available to work? (indicate below)

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

2. Education

School	Name of School	Dates Attended	Major	Degree Earned
High	_____	_____	_____	_____
College	_____	_____	_____	_____
Other	_____	_____	_____	_____

Please turn over, application continued on back.

3. Work Experience

<i>Firm</i>	<i>Position Held</i>	<i>Dates</i>	<i>Duties</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

4. Special Skills and Experience

Do you type? _____

What other skills or experiences do you have that might be relevant to the position sought or to library work in general?

List volunteer work and professional, civic, or personal interest groups in which you have been active. (You are not required to include any group which might indicate race, religion, sex, age, or national origin):

5. References that we can contact—please include current work references

<i>Name</i>	<i>Address</i>	<i>Telephone</i>	<i>Relationship</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I certify that statements made by me are true, complete, and correct to the best of my knowledge. In the event of employment, I understand that false or misleading information given in my application or interviews may result in termination of employment.

Signature _____ Date _____