



Library Page Job Application

APPLICANT INFORMATION

Last	First	M.I.	Date
Street Address		Apt./Unit #	
City	State	ZIP	
Phone	Email		
Date Available to Start		Social Security #	
Are you a citizen of the United States?		If no, are you authorized to work in the U.S.?	
☐ Yes ☐ No		☐ Yes ☐ No	
Have you or a family member ever been employed by the Andover Public Library?		If yes, who and when?	
☐ Yes ☐ No			

WORK AVAILABILITY *(Please indicate your availability by checking off the applicable time blocks.)*

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>Mornings</i>						
<i>Afternoons</i>						
<i>Evenings</i>						

EDUCATION

High School		Address	
From	To	Did you graduate?	☐ Yes ☐ No
College		Address	
From	To	Did you graduate?	☐ Yes ☐ No
Degree			
Other		Address	
From	To	Did you graduate?	☐ Yes ☐ No
Degree			

SKILLS

Integrated Library System Software	☐ Yes	☐ No	If yes, what system have you used:
Microsoft Excel	☐ Beginner	☐ Intermediate	☐ Advanced
Microsoft Word	☐ Beginner	☐ Intermediate	☐ Advanced
Internet	☐ Beginner	☐ Intermediate	☐ Advanced
Email	☐ Yes		☐ No

PREVIOUS EMPLOYMENT				
Company			Phone	
Address			Supervisor	
Job Title		Starting Wage		Ending Wage
Responsibilities				
From		To	Reason for Leaving	
May we contact your previous supervisor for a reference?			☐ Yes ☐ No	
Company			Phone	
Address			Supervisor	
Job Title		Starting Wage		Ending Wage
Responsibilities				
From		To	Reason for Leaving	
May we contact your previous supervisor for a reference?			☐ Yes ☐ No	
Company			Phone	
Address			Supervisor	
Job Title		Starting Wage		Ending Wage
Responsibilities				
From		To	Reason for Leaving	
May we contact your previous supervisor for a reference?			☐ Yes ☐ No	

ADDITIONAL INFORMATION			
Have you ever worked in a library? If yes , please briefly describe your role.			
Do you have any experience shelving library materials or similar items (e.g., books, files, etc.)? If yes , please briefly describe your experience.			
Are you familiar with the Dewey Decimal System and how to shelve materials according to it?	☐ Yes	☐ Somewhat	☐ No

ADDITIONAL INFORMATION CONTINUED

This job requires bending, kneeling and heavy lifting (up to 30lb) and pushing/pulling a full book cart (possibly up to 250lb). Can you meet this requirement?

☐ Yes☐ No

Please list any other skills that you would like us to know in considering you for the position:

To help us identify the most effective ways to advertise our open positions, please let us know where you heard about this job opening.

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge. I authorize the Andover Public Library and/or its representatives to contact all present and former employers (unless exclusion indicated above) regarding my work history. I understand this release gives the library the right, without liability, to investigate my background as it relates to my employment.

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