

## CITY OF HIBBING - Public Library Library Aide Employment Application

This is a fillable form.

**AVAILABILITY** Position: Library Aide (year round, part-time, 8-12 hours per week)

What date can you start? \_\_\_\_\_

For which schedules are you available?  Weekdays  Weekends  Evenings  Nights  Overtime  Shift  Other \_\_\_\_\_

TODAY'S DATE: \_\_\_\_\_ SOCIAL SECURITY NUMBER: \_\_\_\_\_

NAME: \_\_\_\_\_  
LAST FIRST MI

HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_  
STREET CITY STATE ZIP

PRIOR ADDRESS: \_\_\_\_\_  
STREET CITY STATE ZIP

**EDUCATION** Please circle highest grade completed. 7 8 9 10 11 12 13 14 15 16 16+

NAME	CITY/STATE	GRADUATE?
High School		
College		
Other		

**MOST RECENT EMPLOYER**  Yes  No Are you currently working for this employer?  Yes  No If yes, may we contact?

\_\_\_\_\_  
 Company Name State Phone #

From: \_\_\_\_\_ To: \_\_\_\_\_  
 Dates employed Job Title Supervisor Name

Duties

**SECOND MOST RECENT EMPLOYER**

\_\_\_\_\_  
 Company Name State Phone #

From: \_\_\_\_\_ To: \_\_\_\_\_  
 Dates employed Job Title Supervisor Name

\_\_\_\_\_  
 Print Your Full Name

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

Currently the Hibbing Public Library is open: 10 am – 7 pm Monday-Thursday and  
10 am – 5 pm Fridays

**Library Aides** work part-time and may not work more than 13 hours per week.

Common shifts are three hours: 3-6 and 4-7 pm Monday-Thursday and 2-5 or 3-5 pm on Fridays. Library Aides work shifts throughout the day and evening in the summer months.

Please indicate any days, or time during the days, that you are not able to work. Please provide an explanation. For example, band, sports, church night, etc.

Describe any special skills you may have, including equipment that you can operate. For example, typing and computer skills, audiovisual equipment.

Describe your extra-curricular activities, things you are interested in, and things that might make you a good library employee. If you are in college, please list your expected major, minor and/or course of study.

List three references with names, address, phone number and affiliation:

- 1) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 2) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 3) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_