PART-TIME EMPLOYMENT OFFERED

The Muehl Public Library is seeking applications for two part-time positions at the library. The vacancies were created by two retirements. Employees of our library are proud employees at the City of Seymour.

Attitude and knowledge base: Successful candidates are energetic, enthusiastic, and creative individuals who enjoy customer service. We are looking for candidates who like to satisfy customer needs and take public service seriously. Knowledge of activities in the Seymour community is a huge plus. Library patrons with a working knowledge of Infosoup will have preference. Candidates should enjoy reading and be able to communicate their favorite authors, series, etc. Previous experience in an educational setting is another huge plus.

<u>Duties</u>: Maintain the library collection and the library building in a neat and orderly fashion. Perform a variety of library circulation and public service functions including working with the public, recommending books and resources, processing and handling reports, checking in InterLibrary Loan materials, using a work email account, referencing an internal staff blog, handling materials, sorting, shelving, and a willingness to attend trainings.

We need people who can help patrons with their computer questions. Therefore, technical efficiencies are valued. Librarians must be comfortable with alphabetical and numerical ordering. Additional duties may be assigned.

<u>Schedules</u>: All library positions require a flexible attitude toward scheduling. All library positions require some day, evening and Saturday work.

 $\underline{\text{Timeline}}$: Applications will be accepted through Friday, December 11th. Interviews will be held during the week of December 14th.

Any questions, please reach Elizabeth, Library Director, at the library.

920.833.2725



436 North Main Street • Seymour, Wisconsin 54165 • Phone 920-833-2725 • Fax 920-833-9804

11.18.2020

Dear Applicant,

Thanks for your interest in working at our library. A few things to note please:

THE CLOSING DATE FOR APPLICATIONS IS FRIDAY, DECEMBER 11th, 2020.

You can skip the third page of the application if you are submitting a resume, thank you.

Please submit the application and/or resume to me @

Galiah M. Jimmus

etimmins@muehlpubliclibrary.org

Thanks so much,

Elizabeth M. Timmins,

Library Director & Programmer

APPLICATION FOR EMPLOYMENT

City of Seymour 328 N. Main Street Seymour, WI 54165 Phone (920)833-2209 Fax (920)833-7221

AN EQUAL OPPORTUNITY EMPLOYER

IMPORTANT: PLEASE PRINT IN BLACK INK OR TYPE DATE:					
DISCLAIMER: Applicants selected for employmer	nt are subject to	drug testing. An offer	of employment is		
contingent upon evaluation and approval of data	received via bac	kground checks and dr	ug testing. Date of birth		
will be required for background investigation upo	on conditional of				
Title of Position Applied For:		[] Full-Time	e [] Part-Time		
Name					
Ivalie			Res. Phone		
Address (Street)		**************************************	Bus. Phone		
7.444.655 (54.666)			bus. Phone		
(City, State, Zip Code)			Soc. Sec. #		
(514), 51216, 214 6546)			300. 300. #		
Are you at least 18 years of age?] Yes [] No Drivers Licens	 se #:		
		,	70 117		
Are you a resident of the City of Seymour [] Yes [] No			
Have you ever been employed by the City of Seym	nour? [] Yes	[] No			
If yes, when, in what position, and in what depart	ment:				
Do you possess a valid driver's license?	[] Yes	[] No			
Do you posses a valid commercial driver's license?		f 1 No			
Do you posses a valid commercial univer successes	Yes [] Yes	[] No			
HIGHEST GRADE OR YEAR COMPLETED IN PRIMARY OR SECONDARY SCHOOL Name and Location of High School Graduate					
1 2 3 4 5 6 7 8 9 10 11 12 []Yes []No					
If you have not received a high school diploma, have you passed a high school equivalency or GED test? []Yes []No					
ir you have not received a high school diploma, have you	i passed a high scr	iool equivalency or GED t	est? []Yes []No		
TRAINING BEYOND HIGH SCHOOL, COLLEGE OR UN	NIVERSITY, NURS	ING, CIRCLE THE NU	JMBER OF YEARS		
BUSINESS COLLEGE, OR OTHER SCHOOLS YOU HAVE ATTENDED. COMPLETED IN POST SECONDARY SCHOOL					
		1 2 3	4 5 6 7 8		
College, University or Technical College Name	Presently	Field of Study	Degree		
and Location	Attending		- 00.00		
***************************************	Yes No		Von No		
	162 140	Į	Yes No		
**************************************	Yes No		Yes No		
	,		162 140		
	Yes No		Yes No		
	1		1 .00		

Describe any education or training you have had which courses, service school, in-service training – give dates.	· ·
	nd Qualifications
CLERICAL WORK: The following information must be provided if you are applying for positions requiring typing and shorthand ability. Number of words per minute Typing Shorthand Experience in transcribing mechanically-recorded material? [] Yes [] No	VOCATIONAL CERTIFICATION [] Yes [] No What trade? How long? When? Where? CURRENT LICENSE OR REGISTRATION CERTIFICATIONS: LIST MEMBERSHIPS IN PROFESSIONAL OR TECHNICAL ASSOCIATIONS:
Check computer software which you can operate skillfully: [] Microsoft Word [] Other, Please List [] Microsoft Excel [] Microsoft Outlook	
I HERBY CERTIFY THAT ALL STATEMENTS MADE ON OR IN COND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF, AND I OMISSIONS OF MATERIAL FACT HEREIN SUBJECTS ME TO DISQU MY CLASSIFICATION AS AN EMPLOYEE DEPENDS UPON SUCCES. PERIOD.	UNDERSTAND AND AGREE THAT ANY MISSTATEMENTS OR
I UNDERSTAND THAT MY APPLICATION WILL BE PROCESSED IN RECORDS PERTAINING TO MY EDUCATION, EMPLOYMENT, POL EMPLOYMENT IS SUBJECT TO THE APPROVAL OF THE PERSONN	ICE AND/OR PERSONAL REFERENCE TO THE CITY OF SEYMOUR.
Signature of Applicant Date	

IMPORTANT: WE NEED THE INFORMATION REQUESTED BELOW TO AID US IN DETERMINING YOUR QUALIFICATIONS FOR THE POSITION YOU HAVE APPLIED FOR. IT IS IMPORTANT THAT THIS DATA BE AS COMPLETE AS POSSIBLE IN ORDER THAT YOU RECEIVE MAXIMUM CONSIDERATION. PLEASE LIST YOUR PRESENT AND PAST FULL AND PART-TIME EMPLOYMENT. GIVE SPECIAL ATTENTION TO EXPERIENCE RELATING TO THE JOB FOR WHICH YOU ARE APPLYING. BE SURE TO GIVE COMMUNITY SERVICE WORK AND ANY RELATED SELF-EMPLOYMENT AND MILITARY SERVICE. USE ADDITIONAL SHEETS IF NECESSARY. ATTACH A RESUME TO FURTHER EXPLAIN YOUR QUALIFICATIONS. YOU MUST COMPLETE ALL THE INFORMATION BELOW TO BE CONSIDERED FOR A POSITION.

From (Mo. & Yr.)	Title of your PRESENT position	Employer's Name	Phone	
To (Mo. & Yr.)	Primary Duties:	Address		
		Name and Title of Superviso	or	
Hours Each Week		Name and Title of Next Higher Supervisor		
Starting Salary		If we contact your present employer, will your position be endangered: [] Yes [] No		
Present Salary		Reason for leaving or considering change		
From (Mo. & Yr.)	Title of Position Held	Employer's Name	Phone	
To (Mo. & Yr.) Primary Duties:		Address		
		Name and Title of Supervisor		
Hours Each Week		Name and Title of Next Higher Supervisor		
Last Salary		Reason for Leaving		
From (Mo. & Yr.)	Title of your PRESENT position	Employer's Name	Phone	
To (Mo. & Yr.)	Primary Duties:	Address		
		Name and Title of Supervisor		
Hours Each Week		Name and Title of Next Higher Supervisor		
Last Salary		Reason for Leaving		
From (Mo. & Yr.)	Title of your PRESENT position	Employer's Name	Phone	
To (Mo. & Yr.)	Primary Duties:	Address		
A A A A A A A A A A A A A A A A A A A		Name and Title of Supervisor		
Hours Each Week		Name and Title of Next Higher Supervisor		
Last Salary		Reason for Leaving		
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