

POSITION ANNOUNCEMENT

POSITION:	Full-Time Seasonal Youth Services Assistant
HOURS:	Full-Time Temporary June through August 2019 (with flexibility)
BENEFITS:	Vacation accrual and holiday pay
WAGE:	\$8.50 to \$10.00 per hour, DOE
PROBATION:	There is a 12-month probationary period
CLOSING DATE:	Applications due April 30, 2019; however position is open until filled

APPLICANT MUST COMPLETE:

- ✓ North Lake County Public Library District Application
- ✓ Cover Letter
- ✓ Current Résumé

SUMMARY:

The full-time seasonal Youth Services Assistant works under the supervision of the Library Director. This position is primarily responsible for assisting the Youth Services Librarian with the 2019 Summer Reading Program activities and program preparation. The position also has front desk, shelving, and other duties as assigned. Experience working with children in a teaching or care environment and a love of crafting are preferred.

THIS POSITION REQUIRES:

- Experience working with children
- Willingness to perform various “crafting” duties such as cutting, sorting, gluing, etc.
- Computer experience
- Education: minimum of some high school completed
- Ability to lift and move up to 50 lbs.
- Successful completion of a background check

RETURN COMPLETED PACKETS TO:

Abbi Dooley, Library Director
North Lake County Public Library District
PO Box 820
Polson, MT 59860



North Lake County Public Library District
2 – 1st Ave E., / PO Box 820, Polson, MT 59860
406-883-8225 / Fax 406-883-8239

Employment Application

Please complete this application by typing or printing in ink. Incomplete or unsigned applications will not be considered. This completed form will be active for a period of three months; after that time, if you wish to be considered for employment, a new application must be submitted.



North Lake County Public Library*

#2 First Avenue East / PO Box 820
Polson, MT 59860
(P) 406.883.8225 (F) 406.883.8239
abbid@polson.lib.mt.us
www.northlakecountylibrary.org

Job Title _____

How did you hear about this job? _____

Personal Information

Name: _____ Today's Date: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Valid Driver's License? _____ Reliable Transportation? _____ Date available: _____

Are you a Veteran of Military Service? (yes or no) _____ Legally eligible for employment in the U.S.? _____

Education

High School Diploma or GED? (yes or no) _____ High School: _____

Post-Secondary Degree? (circle one) AA BA MA

Name of School beyond High School: _____

Training Length: _____ Date Completed: _____

Major: _____ Minor: _____

1 Work Experience (List most recent work experience first.) Attach additional pages if needed.

Company Name: _____ Immediate Supervisor: _____

Complete Address: _____ City _____ State _____ Zip _____

Job Title: _____ Phone _____

Job Description (duties, skills, equipment used):

Dates: From _____ to _____ Reason for Leaving: _____

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2 **Work Experience** (continued)

Company Name: _____ Immediate Supervisor: _____

Complete Address: _____ City _____ State ____ Zip _____

Job Title: _____ Phone _____

Job Description (duties, skills, equipment used):

Dates: From _____ to _____ Reason for Leaving: _____

3 Company Name: _____ Immediate Supervisor: _____

Complete Address: _____ City _____ State ____ Zip _____

Job Title: _____ Phone _____

Job Description (duties, skills, equipment used):

Dates: From _____ to _____ Reason for Leaving: _____

Additional Information

Volunteer work:

Licenses, Certificates, Memberships, Special Skills, Hobbies, etc.:

References

Name	Address	Phone
1. _____		
2. _____		
3. _____		

The information you provide on this application is subject to verification. Falsifications or misrepresentations may disqualify you from consideration for employment or, if hired, may be grounds for termination at a later date. Do you want to be informed before we contact your present employer? ____ yes ____ no

Signature: _____ **Date:** _____

With my signature above (typed or written), I certify that all information on this and all attached pages is true, correct, and complete to the best of my knowledge and contains no willful falsification or misrepresentations. I authorize all former employers to release job-related information they may have about me and I release all persons/companies from any liability of responsibility for providing such information.

**We are an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, marital status, or disability.*