Sheppard Memorial Library
Part-time Employment Application
(page 1 of 2)

This application will be kept on file for consideration when a vacancy occurs. Your application will remain on file no longer than one year. If you wish to re-apply after a year, please complete a new application.

Please COMPLETE ALL sections accurately; incomplete applications may not be considered for job openings. When you return this application, you may be asked to take a brief test. This test will show your comprehension of alphabetic and numeric order.

**PLEASE PRINT**

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<thead>
<tr>
<th>Name:</th>
<th>FOR STAFF USE ONLY</th>
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<tr>
<td>Street</td>
<td>Test Score</td>
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<tr>
<td>Address:</td>
<td>Start Time</td>
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<td>P.O. Box:</td>
<td>Finish Time</td>
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<td>City/State/Zip:</td>
<td>Date Called for Interview:</td>
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<td>Phone:</td>
<td>Reason could not interview:</td>
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<td>Date of Birth:</td>
<td>Comments:</td>
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<td>Best time of day to call:</td>
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At which Sheppard Memorial Library facility are you interested in working (check one or more)?

- [ ] Main – Adult Public Services
- [ ] Main – Children’s Library
- [ ] East Branch Library
- [ ] Carver Library
- [ ] Winterville Library
- [ ] Bethel Library

If you are currently a student: School Name: __________________________ Present grade level: _______

If you are out of school: Name of last school attended: __________________________

Last grade completed: _______ Final grade point average: _________ Did you graduate [ ] Yes [ ] No

Do you have a social security card? [ ] Yes [ ] No

A driver’s license? [ ] Yes [ ] No

Have you ever worked before? [ ] Yes [ ] No If yes, where or doing what? __________________________

If you have worked in a library, when did you work? __________________________

At what library? __________________________ What were your duties? __________________________

If currently employed, are you presently looking for: [ ] a different part-time job [ ] an additional part-time job

Future education and/or work plans (intended college attendance, intended college major, intended full-time occupation, etc.):

Library work involves lifting stacks of books and pushing heavy book carts. Can you lift a weight of 40 pounds? [ ] Yes [ ] No
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References: Please provide the name and telephone number of two people who are familiar with, and will discuss your work abilities:

Name: ______________________________________ Phone Number: ______________________________

Name: ______________________________________ Phone Number: ______________________________

Have you read a job description of the duties you may perform? □ Yes □ No

List your skills, personal attributes, abilities, work experience, etc., that make you a good candidate for a library job.

________________________________________________________________________________________

________________________________________________________________________________________

A part-time library employee works YEAR ROUND during weekday mornings, afternoons, evenings, and on weekends and is expected to be available according to the library’s staff scheduling needs. Please list below jobs, classes, extracurricular activities, and/or other time commitments that would make you unavailable for work at the library.

<table>
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<th>List classes, other jobs, meetings, extracurricular activities (clubs, sports, lessons, etc.)</th>
<th>When does each activity occur?</th>
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Return this completed application to the facility you are interested in working. You may also mail your completed application to the attention of the facility/department that you wish to be considered for employment:

Sheppard Memorial Library
Attention: ______________________
530 Evans Street
Greenville, NC 27858

State and Federal law requires all North Carolina employers to verify the identity and employment eligibility of all persons hired to work in the United States. This organization uses E-Verify to electronically confirm each applicant’s Form I-9 information with the Social Security Administration and, if necessary, the Department of Homeland Security. E-Verify will display an initial case result within seconds. Some cases may require additional action. If E-Verify cannot confirm that you are authorized to work, this employer will give you written instructions and an opportunity to contact the Social Security Administration or Department of Homeland Security before taking further action.