

Sheppard Memorial Library
Part-time Employment Application
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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

Name:	
Street Address:	
P.O. Box:	
City/State/Zip:	
Phone:	Date of Birth:
Best time of day to call:	

FOR STAFF USE ONLY					
Test Score		Start Time		Finish Time	
Date Called for Interview:					
Reason could not interview:					
Comments:					

At which Sheppard Memorial Library facility are you interested in working (check one or more)?

- | | | |
|---|--|--|
| <input type="checkbox"/> Main – Adult Public Services | <input type="checkbox"/> Main – Children’s Library | <input type="checkbox"/> East Branch Library |
| <input type="checkbox"/> Carver Library | <input type="checkbox"/> Winterville Library | <input type="checkbox"/> 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.

List classes, other jobs, meetings, extracurricular activities (clubs, sports, lessons, etc.)	When does each activity occur?

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.