

**APPLICATION FOR EMPLOYMENT**  
**Grant funded STORIES @ THE PARKS ASSISTANT**  
**ALBANY COUNTY PUBLIC LIBRARY**

Name \_\_\_\_\_ Phone number: \_\_\_\_\_ Date \_\_\_\_\_

Street Address \_\_\_\_\_ E-Mail \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

**Education (name of school)**

**Work Experience (jobs, volunteer experience, school activities)**

Name of job \_\_\_\_\_ Describe your responsibilities \_\_\_\_\_

1.

2.

3.

other \_\_\_\_\_

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**Specific Skills and Knowledge**

Describe your performance experience and your comfort level in front of groups.  
(choir, theater, recitals, debate?)

What experience do you have leading and controlling groups of any kind (peers, children). With what size groups have you worked?

What experience do you have working with children?

**OVER PLEASE**

Have you participated in summer programs at public libraries in the past?  
Briefly describe your favorite part.

**References:** Provide the names of three people who know your skills and experience (not family members or personal friends). Teachers, group leaders or employers are appropriate. We don't mind calling long distance. **Write legibly.**

Name of person to contact.	Name of Job	Phone # with area code	Relationship: boss, coworker?	Direct Supervisor?

Please sign to affirm the following statements:

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

(1) I give permission for these references to be asked about their knowledge of my job-related skills and past work experience:

(2) Have you ever been convicted of a felony? \_\_\_\_\_ If yes, please provide the nature of the offense, when and where the conviction occurred, the sentence received and in what court the conviction was filed.

(3) "I affirm that the answers provided in this application are accurate and complete. I understand that providing false or incomplete information may result in my application not being considered or in disciplinary action, including my termination, if the false or incomplete information is discovered after my employment."

**Written Statement:** In fifty words or more and in your own handwriting, describe your view of the role public libraries play in the community. Include what services you'd like to see provided to children and teens. You may use a separate piece of paper if you wish.

If you are contacted for an interview you will be asked to choose and read a preschool level picture book. If you're not sure your selection is appropriate, call Janet or Nora at 721-2580 ext. 5431. Think about an activity you could do that's related to your story.

Thank you for your application. Preference will be given to applications received by Friday May 2, 2008 at 5 pm. Turn applications in at the circulation desk: Att. Janet Boss, Children's Services Librarian.