

November 27, 2017

To Whom It May Concern:

All applications, along with a resume, must be completed and submitted to the Vancleave Public Library by 5:00 p.m. on December 14, 2017. After completing and submitting your application, you will need to take required testing. The test includes an alphabetizing, a number test and a computer accuracy test. **The test will be given by appointment at the Pascagoula Public Library.** Jennifer Baxter will call to set up your appointment for testing if minimum qualifications are met for the position. It is important that you list a phone number where you can be reached.

Thank you,

Jennifer Baxter
Assistant Director
HR & Branch Services
JGRLS

JACKSON-GEORGE REGIONAL LIBRARY SYSTEM

3214 Pascagoula Street
Pascagoula, Mississippi 39567
(228)769-3218

An Equal Employment Opportunity/Diverse Action Employer

APPLICATION FOR EMPLOYMENT

Qualified applicants are considered for all positions without regard to age, race, color, sex, religion, national origin, physical limitations not crucial to job performance, or other non-merit factor.

ALL ITEMS ON THIS APPLICATION FORM
MUST BE ANSWERED IN FULL. DO NOT
ATTACH RESUME OR OTHER DOCUMENT
EXCEPT AS REQUESTED. PLEASE PRINT
OR TYPE.

General Information

Date of Application: _____

Position Applied For: _____

What is the minimum annual salary you would accept? \$ _____

Referral Source: Advertisement Friend Relative Employment Agency

Other (Specify): _____

Name: _____ Soc. Sec. No.: _____

Address: _____

Number/Street (or P. O. Box) City State Zip

Home Telephone Number _____ Business Telephone Number _____

Do you have any relatives associated with the Library System? Yes _____ No _____

If yes, please provide association, name and relation to you: _____

Have you submitted an application here before? Yes _____ No _____ If yes, when: _____

Have you been employed here before? Yes _____ No _____ If yes, when: _____

On what date are you available for work? _____

Are you available to work: Full-Time Part-Time Substitute Any

Hours/days you can work: Day Shift Evening Shift Saturdays Any Shift/Any Day

Indicate all library locations where you would accept employment:

All East Central Gautier Lucedale/George County Moss Point Ocean Springs

Pascagoula/Regional Headquarters St. Martin Vancleave

Driver's License number: _____ State: _____ Expiration Date: _____

Can you travel, including overnight(s) if required? Yes _____ No _____

Can you operate a personal computer? Yes _____ No _____

What software are you proficient with? _____

What office and library-related equipment can you operate? _____

Education

Level	Name/Address of School	Course of Study	No. Yrs. Completed	Did You Graduate?	Type Degree/Date
Graduate School				Yes No	
Undergraduate College or University				Yes No	
High School/ G.E.D.					
Other				Yes No	

How many **UNDERGRADUATE** semester hours/credits in **LIBRARY SCIENCE** do you have? _____

How many **GRADUATE** semester hours/credits in **LIBRARY SCIENCE** do you have? _____
(Graduate and/or undergraduate transcripts will be required; see instructions in position announcement)

Memberships: List all current organization/association memberships below:

Professional References (Do not include present or former **immediate** supervisors.)

	Name and Occupation	Address	Phone Number
1.			
2.			

Personal References (Do not include former employers or relatives.)

	Name and Occupation	Address	Phone Number
1.			
2.			

Special Skills and Abilities

What special skills or abilities do you have that might be useful if you are employed by the Library System?

Experience

Resumes are not accepted as a substitute for completion of this section

Start with your present or most recent position and work back. Answer all items for each position, including starting/ending salaries. Account for all periods of unemployment exceeding three (3) months since beginning your professional career.

Unless you indicate otherwise, we WILL contact employers/supervisors identified below for work performance references.

DO NOT CONTACT

Employer: _____

Reason: _____

Employer: _____

Reason: _____

A.

Starting Date	Ending Date	Starting Salary/Year	Ending Salary/Year	Hours per week

Name and complete address of employer: _____

Name, title and phone number of your immediate supervisor: _____

Exact title of your position: _____

Number of employees you supervised: _____

Reason for leaving: _____

Description of duties: _____

B.

Starting Date	Ending Date	Starting Salary/Year	Ending Salary/Year	Hours per week

Name and complete address of employer: _____

Name, title and phone number of your immediate supervisor: _____

Exact title of your position: _____

Number of employees you supervised: _____

Reason for leaving: _____

Description of duties: _____

C.

Starting Date	Ending Date	Starting Salary/Year	Ending Salary/Year	Hours per week

Name and complete address of employer: _____

Name, title and phone number of your immediate supervisor: _____

Exact title of your position: _____

Number of employees you supervised: _____

Reason for leaving: _____

Description of duties: _____

D.

Starting Date	Ending Date	Starting Salary/Year	Ending Salary/Year	Hours per week

Name and complete address of employer: _____

Name, title and phone number of your immediate supervisor: _____

Exact title of your position: _____

Number of employees you supervised: _____

Reason for leaving: _____

Description of duties: _____

SUPPLEMENTAL APPLICATION
Library – LA I Youth Service

Name of Applicant: _____ Date: _____

IMPORTANT NOTICE TO APPLICANTS: This supplemental application form must be completed and returned along with a resume and the 4-page application form by all applicants. Failure to return the application form, the supplemental application, and a resume may disqualify you from consideration for this position.

Verification of all information must be possible

Part 1:

Answer questions 1 through 7 below. These are minimum qualifications for this position. Every question must be answered "YES". If you cannot answer "YES" to these 7 questions, you do not qualify for this position.

1. Do you have an AA Degree or 60 semester hours of college credit?

Yes _____ No _____

2. Do you have one year of paid full-time with JGRLS library system or one year of paid experience working with children and young adults?

Yes _____ No _____

3. Do you have knowledge of contemporary and classic children's literature?

Yes _____ No _____

4. Do you have effective verbal and written communication skills?

Yes _____ No _____

5. Do you the ability to navigate the internet and ability to work with computers & software?

Yes _____ No _____

6. Do you have the ability to place items in proper alphabetical and numerical sequence?

Yes _____ No _____

7. Do you have effective valid Driver's license and reliable transportation?

Yes _____ No _____

Part II:

The questions in the following section are not necessary minimum qualifications. Unlike the Questions in Part I above, you do not have to answer "Yes" to all of these questions to qualify for the position. It should be noted, however, that those applicants answering "Yes" may be considered better qualified for the position. If you answer "YES" to any question, please describe your experience in the blanks that follow each statement.

1. Have you had paid library work experience?

Yes_____

No_____

2. Do you have experience in and knowledge of various types of public library services and equipment, i.e., fax machine, copy machine, cash registers, etc.?

Yes_____

No_____

3. Do you have knowledge of and experience in using various types of public library resources,
i.e., fiction, non-fiction, young adult, children's, reference materials, large print?

Yes_____

No_____

End of Questionnaire