

Vacancy Announcement

Position: PAGE/SHELVER / part-time, 10 -15 hours per week
Salary Range: Hourly/minimum wage
Library Branch: Corbin Memorial (Crisfield) or Princess Anne
Reports to: Branch Manager or Circulation Supervisor

Job Summary: Performs routine manual work in shelving library materials. Empties book drops, handles page slips, locates materials requested for holds; performs other job duties as assigned.

Essential Functions:

1. Empties book drops
2. Handles page slips and find requested materials
3. Re-shelves all library materials accurately
4. Shelf reads all library materials accurately
5. Participates in keeping the library in a neat and orderly manner
6. Straightens all library materials
7. Searches and shift library materials
8. Sorts newspapers, magazines, and straighten display areas
9. Refers information questions to the public service desk
10. Answers directional questions and assists patrons in finding materials.

Required Knowledge, Skills, and Abilities:

Knowledge of alphabet and number order, ability to learn Dewey decimal classification system, ability to follow instructions, excellent verbal and communication skills, customer service and interpersonal skills.

Experience: None

Education and Experience: Matriculating at an area High School

Working conditions:

Ability to reach, bend, push, shelve and lift a minimum of 30 pounds in non-strenuous work and or continual standing or walking. Frequent lifting of books and or pushing loaded book carts. Safe work practices to prevent any harm to you, co/workers, and patrons.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions of this job.



Employment Application

11767 Beechwood Street
Princess Anne, Maryland 21853
Phone: (410)651-0852; Fax: (410)651-1388
www.somelibrary.org

Somerset County Library is an Equal Employment Opportunity Employer. We make all employment decisions without regard to race, color, religion, sex, national origin, age, disability, veteran status, marital status, citizenship, sexual orientation, or any other protected classification which may be applicable under Maryland and Somerset County laws.

Position applying for: _____
Full-time __ Part-time/Substitute__

Name _____
Last First Full Middle Name

Previous names under which you have worked, attended school, or served in the armed forces:

Address _____
City _____ State _____ Zip code _____
Home phone _____ Cell phone _____ E-mail _____

Have you ever been employed with Somerset County Library? _Yes _No
If yes, from ___/___/___ to ___/___/___

Are you at least 14 years of age? _Yes _No
Do you have any relatives who work for Somerset County Library or serve on its Board of Trustees? _Yes _No
If yes, list their names, department(s), and relationship(s) to you: _____

EDUCATION	
Name/Address of High School, Military, College/University or Trade Schools	Diploma/Degree
_____	_____
_____	_____
_____	_____
_____	_____

PROFICIENCIES

Please indicate your level of proficiency with the following

(1 = Haven't used, 5 = Expert).

	1	2	3	4	5
Library circulation software: check out, check in, etc.					
Accounting software Name of software used:					
Automated HR system Name of software used:					
Windows OS					
Spreadsheets					
Word processing					
Databases (FileMaker, Base, Access, etc.)					

Other PC software/operating systems: _____

Identify any additional knowledge, skills, qualifications, publications, awards, scholarships, or extracurricular activity relevant to the position for which you are applying (you may exclude those that suggest race, religious creed, sex, marital status, age, color, national origin, or disability).

Describe any on-the-job and/or military training you have completed that relates to the job for which you are applying.

Please list all languages, other than English, in which you are fluent. Please note whether you are a fluent speaker, reader and/or writer.

REFERENCES

Provide the name, address and phone number of three professional references who can comment on present/past work performance.

Name	Relationship	Address	Phone
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

EMPLOYMENT HISTORY – Paid, Unpaid, Military

Although you may attach a resume to further describe your qualifications, it **does not** substitute for completing the application form. An incomplete application form, as well as partial information, may result in disqualification.

List your complete work record, beginning with your most recent experience. Include volunteer and military service. Describe primary duties as completely as possible. If more space is needed, make a photocopy of this page, or use separate sheet(s) prepared in the same format (including dates, hours, and salary information) and attach securely.

Employer _____ Phone (____) _____

Address _____

Street _____ City _____ State _____ Zip code _____

Name of supervisor _____ Employed From: _____ To: _____

Supervisor's title: _____ (Mo/Yr) _____

Position: _____

Duties: _____ Reg. hours per week: _____

_____ Salary: _____

\$ _____ May

we contact current _____ employer: _____

_____ _ yes _ not at this

time

Reason for leaving:

Employer _____ Phone (____) _____

Address _____
Street City State Zip code
Name of supervisor _____
Supervisor's title: _____
(Mo/Yr) ____
Position: _____
Duties: _____
week: _____
Reg. hours per week: _____
Salary: _____
\$ _____

Reason for leaving:

Employer _____ Phone (____)

Address _____
Street City State Zip code
Name of supervisor _____
Supervisor's title: _____
(Mo/Yr) ____
Position: _____
Duties: _____
week: _____
Reg. hours per week: _____
Salary: _____
\$ _____

Reason for leaving:

Employer _____ Phone (____)

Address _____
Street City State Zip code
Name of supervisor _____
Supervisor's title: _____
(Mo/Yr) ____
Position: _____
Duties: _____
week: _____
Reg. hours per week: _____
Salary: _____
\$ _____

Reason for leaving:

Employer _____ Phone (____)

Address _____

Street _____ City _____ State Zip code _____ Employed
 Name of supervisor _____ From: To:
 Supervisor's title: _____ (Mo/Yr) __
 (Mo/Yr) __
 Position: _____
 Duties: _____ Reg. hours per
 week: _____
 _____ Salary:
 \$ _____

Reason for leaving:

Employer _____ Phone (____) _____

Address _____
 Street _____ City _____ State Zip code _____ Employed
 Name of supervisor _____ From: To:
 Supervisor's title: _____ (Mo/Yr) __
 (Mo/Yr) __
 Position: _____
 Duties: _____ Reg. hours per
 week: _____
 _____ Salary:
 \$ _____

Reason for leaving:

ADDITIONAL INFORMATION

Have you ever been convicted of a crime, other than misdemeanor? *Conviction will not necessarily disqualify you for employment.* _Yes _No

If yes, please explain:

Have you ever been discharged from a position (or released during probation) or have you ever been forced to resign? *Answering Yes will not necessarily disqualify you for employment.* _Yes _No

If yes, please explain: _____

Do you have any relatives currently employed by Somerset County Library? _Yes _No

Please name: _____

Having a relative employed with the Library will not necessarily disqualify you from being considered for employment.

How did you learn about this position?

Desired salary: _____
Date you are available to start work: ____/____/____

Many positions require weekend and evening hours. Are there any times that you cannot work? _Yes _No
If yes, please specify

CERTIFICATION and AUTHORIZATION

I certify that the statements made in this application are accurate and complete to the best of my knowledge. I understand that false statements, omissions of material facts or misleading information may result in disqualification for consideration of employment or immediate termination of employment.

I authorize Somerset County Library and its agents to conduct reference and background checks, and a drug screening and fingerprinting for certain positions. I also understand that the background check may include a credit check. I hereby release Somerset County library, its agents and those it contacts from any liability whatsoever as a result of such contact and the information provided and received. Pursuant to the Fair Credit and Reporting Act (FCRA), I understand that I have a right to make a written request within a reasonable time for the disclosure of the nature and scope of any investigation.

I understand that this application is not a contract and that acceptance of employment does not create a contract of employment nor guarantee employment for any specified period of time. If I become employed by Somerset County Library, I will adhere to Somerset County Library's code of ethics and standards of conduct, and I will perform the duties of my position in a strictly ethical and professional manner.

Applicant signature _____
Date _____

UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND AS A CONDITION OF EMPLOYMENT, PROSPECTIVE EMPLOYMENT, OR CONTINUED EMPLOYMENT THAT AN INDIVIDUAL SUBMIT TO OR TAKE A LIE DETECTOR OR SIMILAR TEST. AN EMPLOYER WHO VIOLATES THIS LAW IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT EXCEEDING \$100.

I represent and warrant that I have read and fully understand the above.
Applicant signature _____
Date _____