



# Avalon Free Public Library Employment Application

235 32nd St. Avalon NJ 08202 609-967-7155, fax: 609-967-4723

INSTRUCTIONS: Download and complete application in the most current version of Adobe Reader. Save and submit as an attachment along with resume, cover letter and three professional references to: [jobs@avalonfreelibrary.org](mailto:jobs@avalonfreelibrary.org) Only completed applications will be considered.

*The Avalon Free Public Library considers applicants for all positions without regard to race, color, religion, sex, national origin, age marital or veteran status, the presence of non-job-related medical condition or disability, or any other legally protected status. The Library is an equal opportunity employer.*

DATE:

FIRST NAME:

LAST NAME:

ADDRESS:

PHONE:

EMAIL ADDRESS:

AVAIL. START DATE:

HAVE YOU EVER WORKED FOR THE AVALON FREE PUBLIC LIBRARY?    YES    NO    IF YES, WHEN:

IF YOU HAVE HAD RELATIVES THAT HAVE EVER BEEN EMPLOYED BY THE AVALON FREE PUBLIC LIBRARY, LIST NAMES:

ARE YOU AT LEAST 18 YEARS OF AGE?    YES    NO

ARE YOU ABLE TO WORK TO WORK NIGHTS AND WEEKENDS?    YES    NO

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## EDUCATION

PLEASE LIST ANY DIPLOMAS, DEGREES AND/OR CERTIFICATES EARNED AS WELL AS MAJOR AND ISSUING INSTITUTION

## EMPLOYMENT HISTORY

EMPLOYER:

PHONE:

LOCATION:

JOB TITLE:

FROM: TO:

SUPERVISOR NAME:

RESPONSIBILITIES:

MAY WE CALL YOUR SUPERVISOR FOR A REFERENCE?

YES

NO

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EMPLOYER:

PHONE:

LOCATION:

JOB TITLE:

FROM: TO:

SUPERVISOR NAME:

RESPONSIBILITIES:

MAY WE CALL YOUR SUPERVISOR FOR A REFERENCE?

YES

NO

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EMPLOYER:

PHONE:

LOCATION:

JOB TITLE:

FROM: TO:

SUPERVISOR NAME:

RESPONSIBILITIES:

MAY WE CALL YOUR SUPERVISOR FOR A REFERENCE?

YES

NO

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## PROFESSIONAL REFERENCES

For this application to be considered complete you must provide three professional references below. You may duplicate supervisors from employment history.

NAME:

PHONE:

RELATIONSHIP TO YOU:

NAME:

PHONE:

RELATIONSHIP TO YOU:

NAME:

PHONE:

RELATIONSHIP TO YOU:

Do you have experience working in a library? If so, give the institution name(s), dates of service and describe your job duties:

Describe your customer service experience:

What hardware platforms do you use proficiently (e.g. Windows PC, Mac, Linux PC, iOS devices, Android devices, e-readers, etc.). Please list operating system versions and describe the settings in which you have used these platforms:

Describe your experience as a supervisor:

What software do you use proficiently? Please list versions and describe the settings in which you have used the software, especially content creation/editing software, content management software, website management software and library software.

Describe your background in teaching others how to use technology, both (1) in a one-on-one or small group setting and (2) in a classroom environment.

Describe your experience using social media in a professional setting:

List any other significant experience related to this position that you may not have addressed above but feel you would like us to know:

### Understandings and Agreements:

As an applicant for a position with the Avalon Free Public Library, I understand and agree that I must provide truthful and accurate information in this application. I understand that my application may be rejected if any information is not complete, true and accurate. If hired, I understand that I may be separated from employment if the Avalon Free Public Library Board of Trustees later discovers that information on this form was incomplete, untrue, or inaccurate. I give the Avalon Free Public Library Board of Trustees the right to investigate the information I have provided, talk with former employers (except where I have indicated they may not be contacted). I give the Avalon Free Public Library Board of Trustees the right to secure additional job-related information about me. I release the Avalon Free Public Library Board of Trustees and its representatives from all liability for seeking such information. I understand that the Avalon Free Public Library is an equal-opportunity employer and does not discriminate in its hiring practices. I understand that the Avalon Free Public Library Board of Trustees will make reasonable accommodations as required by the Americans with Disabilities Act. I understand that, if employed, I may resign at any time and that the Avalon Free Public Library Board of Trustees may terminate me at any time in accordance with its established policies and procedures. No representatives of the Avalon Free Public Library may make any assurances to the contrary. I understand that any offer of employment may be subject to job-related medical, physical, drug, or psychological tests. I also understand that some positions may involve complete background and criminal checks. *For your application to be considered, you must sign and date below.*

**By checking this box and typing my name below I am electronically signing this application.**

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_