



DENVER PUBLIC LIBRARY

100 Washington Street • P.O. Box 692 • Denver, Iowa 50622 • Phone and Fax: (319) 984-5140

Application for Employment

Name and Address				
Name (First, MI, Last)				
Mailing Address				
City, State, and Zip Code				
Telephone		Alternate Phone		
If under 18, please list age		Email		
Education				
School	Location (mailing address)	Years Completed	Major	Degree or Diploma
High School				
College or Business/Trade School				

Work Experience

Please list ALL work experience beginning with your most recent job held. Attach additional sheets if necessary.

Company	Name of last supervisor	Hrs/week
Address	Start Date	Starting Salary
City, State, and Zip Code	End Date	Final Salary
Phone number	Your last job title	
Reason for leaving (be specific)		
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.		
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Company	Name of last supervisor	Hrs/week
Address	Start Date	Starting Salary
City, State, and Zip Code	End Date	Final Salary
Phone number	Your last job title	
Reason for leaving (be specific)		
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.		
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Summarize any special skills, hobbies, or interests that you have that would help qualify you to work in a library setting.

Additional Information		
Have you ever been employed by this organization in the past?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I certify that I am a U.S. citizen, permanent resident, or a foreign national with authorization to work in the United States.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been convicted of, or entered a plea of guilty, no contest, or had a withheld judgment to a felony?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, please explain:		
References		
<i>Please include name, phone number, and circumstances of your acquaintance. Exclude relatives and former employers.</i>		
1.		
2.		
3.		
4.		
<i>I certify that all answers and statements on this application are true and complete to the best of my knowledge. I understand that, should this application contain any false or misleading information, my application may be rejected or my employment with this company terminated.</i>		
Signature	Date	

THE DENVER PUBLIC LIBRARY IS AN EQUAL OPPORTUNITY EMPLOYER

Library Clerk I

Position Summary:

The Library Clerk I position is hired by the Director with the approval of The Denver Library Board of Trustees and is under the supervision of the Director. The Library Clerk I is responsible for checking out and shelving books, answering phone calls, and providing assistance to patrons in locating materials or using library equipment, and maintaining the library's technology. This position is a part-time position at 20 hours per week, hourly wage position. The Library Clerk I is evaluated by the Director. There are no benefits offered with this position.

Essential Job Duties:

1. Checks Drop Box
2. Check in library materials and shelf them.
3. Check materials out to patrons.
4. Help patrons in locating library materials and assist with using library equipment.
5. Make signs, displays, and organizes library materials to keep the library looking fresh and attractive to patrons.
6. Answers the telephone and directs calls and questions to the appropriate staff
7. Maintains computer equipment.
8. Helps with general cleaning in the library
9. Helps with programs and events in the library.
10. Keeps newspapers and periodicals in order.
11. Helps with processing books and movies (Covering books, stamping, etc)
12. Takes pictures of events and displays at the library.
13. Helps with Summer Reading and evening story hour.
14. Helps with planning children, teen, and adult activities.
15. Reads shelves for accuracy and re-shelves misplaced items
16. Creates a monthly newsletter for the library.
17. Works on special projects as assigned by director or assistant director.

Job Qualifications:

Required knowledge, skills, and abilities

1. Pleasant and friendly attitude
2. Ability to get along with all ages of people
3. Willing to be flexible with work hours, evenings and Saturdays
4. Basic computer skills
5. Knowledge of Alphabetical and numerical order

Acceptable experience and training:

1. Must be 16 years of age
2. Must be currently enrolled in or have graduated from High School or college.

Physical requirements of this position

1. Must be able to lift and carry up to 30 lbs.