



**DOWNERS GROVE  
PUBLIC LIBRARY**

1050 Curtiss Street  
Downers Grove, IL 60515  
(630) 960-1200  
www.dglibrary.org

## **Applying for Employment at the Downers Grove Public Library**

### **I. Applying for Library Jobs**

Applications for employment at the Downers Grove Public Library are available at the Circulation Desk during regular library hours. Application forms must be completed by all job applicants, except those applying for a librarian's position. The forms should be returned to the Circulation Desk or the Administration Office. Applicants for librarian positions should mail a resume and cover letter to the Administration Office.

When a vacancy occurs it is advertised in the library, on the library website, library schools, or regional professional bulletins, as appropriate to the position. In addition, our application files are checked for qualified candidates. The applicants whose qualifications and experience best match those needed for the position will be interviewed.

All applications will remain in the active file for six months and will be considered for vacancies that occur within that time. An individual whose application has been on file for six months may call the Administration Office and request that the application remain active for another six months.

### **2. Library Jobs**

Positions available include shelver, clerk, library assistant, and librarian. Responsibilities include:

- a. Shelves re-shelve library materials and make sure the materials on the shelves are in the proper order.
- b. Clerks perform basic clerical tasks, data entry, and circulation work.
- c. Library assistants help patrons locate and use materials, help with children's programs, answer questions or perform technical tasks such as ordering or cataloging materials using automated systems.
- d. Librarian positions require a Masters Degree in Library Science. Professional librarians answer reference questions, assist patrons with the collection, select new material, and supervise staff.

Hourly starting pay (in 2017) ranges from \$10.20 for shelvers to \$16.00 for library assistants. You may indicate on the application form the minimum salary acceptable to you. If you indicate a minimum salary, you will not be considered for any position that pays less than your minimum, even if you are otherwise well qualified for that position.

Most positions at the library are part-time positions of 12 to 25 hours per week. The library has very few seasonal positions; employees are expected to work year-round. Because the library is open evenings and weekends, most positions require some evening and weekend hours. To be sure that you are considered for all positions that are appropriate, it is important to indicate on the application form all the hours you might be available to work.

### **3. Questions**

Any questions concerning employment at the Downers Grove Public Library should be directed to hiring manager listed in the job ad.



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**Employment Application**

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

**I. General Information**

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email address: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

If you are applying for a particular position, what is that position: \_\_\_\_\_

Where did you hear about the position? \_\_\_\_\_

If you are not hired for this position do you want your application to be considered for other openings that occur within the next six months? \_\_\_\_\_ Yes \_\_\_\_\_ No

If employed, can you provide proof of authorization to work in the U.S.? \_\_\_\_\_ Yes \_\_\_\_\_ No

Are you under age 16? \_\_\_\_\_ Yes \_\_\_\_\_ No

If this is a general application, are you applying for:

\_\_\_\_\_ Year round part-time \_\_\_\_\_ Year round full-time

If you do not want to be considered for positions paying less than a certain salary, what is your minimum acceptable hourly pay? \$ \_\_\_\_\_

What hours are you available to work? (indicate below)

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

**2. Education**

<i>School</i>	<i>Name of School</i>	<i>Major</i>	<i>Degree Earned</i>
<i>High</i>	_____		
<i>College</i>	_____		
<i>Other</i>	_____		

**3. Work Experience**

<i>Firm</i>	<i>Position Held</i>	<i>Dates</i>	<i>Duties</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

#### 4. Special Skills and Experience

Do you type? \_\_\_\_\_

What other skills or experiences do you have that might be relevant to the position sought or to library work in general?

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List volunteer work and professional, civic, or personal interest groups in which you have been active. (You are not required to include any group which might indicate race, religion, sex, age, or national origin):

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#### 5. References that we can contact, work references preferred.

**Please include current contacts.**

<i>Name</i>	<i>Address</i>	<i>Telephone</i>	<i>Relationship</i>
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I certify that statements made by me are true, complete, and correct to the best of my knowledge. In the event of employment, I understand that false or misleading information given in my application or interviews may result in termination of employment.

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