

PART-TIME EMPLOYMENT OFFERED

The Muehl Public Library is seeking applications for two part-time positions at the library. The vacancies were created by two retirements. Employees of our library are proud employees at the City of Seymour.

Attitude and knowledge base: Successful candidates are energetic, enthusiastic, and creative individuals who enjoy customer service. We are looking for candidates who like to satisfy customer needs and take public service seriously. Knowledge of activities in the Seymour community is a huge plus. Library patrons with a working knowledge of Infosoup will have preference. Candidates should enjoy reading and be able to communicate their favorite authors, series, etc. Previous experience in an educational setting is another huge plus.

Duties: Maintain the library collection and the library building in a neat and orderly fashion. Perform a variety of library circulation and public service functions including working with the public, recommending books and resources, processing and handling reports, checking in InterLibrary Loan materials, using a work email account, referencing an internal staff blog, handling materials, sorting, shelving, and a willingness to attend trainings.

We need people who can help patrons with their computer questions. Therefore, technical efficiencies are valued. Librarians must be comfortable with alphabetical and numerical ordering. Additional duties may be assigned.

Schedules: All library positions require a flexible attitude toward scheduling. All library positions require some day, evening and Saturday work.

Timeline: Applications will be accepted through Friday, December 11th. Interviews will be held during the week of December 14th.

Any questions, please reach Elizabeth, Library Director, at the library.

920.833.2725



Muehl Public Library

436 North Main Street • Seymour, Wisconsin 54165 • Phone 920-833-2725 • Fax 920-833-9804

11.18.2020

Dear Applicant,

Thanks for your interest in working at our library. A few things to note please:

THE CLOSING DATE FOR APPLICATIONS IS FRIDAY, DECEMBER 11th, 2020.

You can skip the third page of the application if you are submitting a resume, thank you.

Please submit the application and/or resume to me @

etimmins@muehlpubliclibrary.org

Thanks so much,

Elizabeth M. Timmins,

Library Director & Programmer

APPLICATION FOR EMPLOYMENT

City of Seymour
 328 N. Main Street
 Seymour, WI 54165
 Phone (920)833-2209
 Fax (920)833-7221

AN EQUAL OPPORTUNITY EMPLOYER

IMPORTANT: PLEASE PRINT IN BLACK INK OR TYPE DATE: DISCLAIMER: Applicants selected for employment are subject to drug testing. An offer of employment is contingent upon evaluation and approval of data received via background checks and drug testing. Date of birth will be required for background investigation upon conditional offer.			
Title of Position Applied For: [] Full-Time [] Part-Time			
Name	Res. Phone		
Address (Street)	Bus. Phone		
(City, State, Zip Code)	Soc. Sec. #		
Are you at least 18 years of age? [] Yes [] No Drivers License #:			
Are you a resident of the City of Seymour [] Yes [] No			
Have you ever been employed by the City of Seymour? [] Yes [] No If yes, when, in what position, and in what department:			
Do you possess a valid driver's license? [] Yes [] No			
Do you possess a valid commercial driver's license? [] Yes [] No			
HIGHEST GRADE OR YEAR COMPLETED IN PRIMARY OR SECONDARY SCHOOL Name and Location of High School Graduate			
1 2 3 4 5 6 7 8 9 10 11 12 _____ [] Yes [] No			
If you have not received a high school diploma, have you passed a high school equivalency or GED test? [] Yes [] No			
TRAINING BEYOND HIGH SCHOOL, COLLEGE OR UNIVERSITY, NURSING, BUSINESS COLLEGE, OR OTHER SCHOOLS YOU HAVE ATTENDED. CIRCLE THE NUMBER OF YEARS COMPLETED IN POST SECONDARY SCHOOL			
1 2 3 4 5 6 7 8			
College, University or Technical College Name and Location	Presently Attending	Field of Study	Degree
	Yes No		Yes No
	Yes No		Yes No
	Yes No		Yes No

IMPORTANT: WE NEED THE INFORMATION REQUESTED BELOW TO AID US IN DETERMINING YOUR QUALIFICATIONS FOR THE POSITION YOU HAVE APPLIED FOR. IT IS IMPORTANT THAT THIS DATA BE AS COMPLETE AS POSSIBLE IN ORDER THAT YOU RECEIVE MAXIMUM CONSIDERATION. PLEASE LIST YOUR PRESENT AND PAST FULL AND PART-TIME EMPLOYMENT. GIVE SPECIAL ATTENTION TO EXPERIENCE RELATING TO THE JOB FOR WHICH YOU ARE APPLYING. BE SURE TO GIVE COMMUNITY SERVICE WORK AND ANY RELATED SELF-EMPLOYMENT AND MILITARY SERVICE. USE ADDITIONAL SHEETS IF NECESSARY. ATTACH A RESUME TO FURTHER EXPLAIN YOUR QUALIFICATIONS. YOU MUST COMPLETE ALL THE INFORMATION BELOW TO BE CONSIDERED FOR A POSITION.

From (Mo. & Yr.)	Title of your PRESENT position	Employer's Name	Phone
To (Mo. & Yr.)	Primary Duties:	Address	
		Name and Title of Supervisor	
Hours Each Week		Name and Title of Next Higher Supervisor	
Starting Salary		If we contact your present employer, will your position be endangered: [] Yes [] No	
Present Salary		Reason for leaving or considering change	

From (Mo. & Yr.)	Title of Position Held	Employer's Name	Phone
To (Mo. & Yr.)	Primary Duties:	Address	
		Name and Title of Supervisor	
Hours Each Week		Name and Title of Next Higher Supervisor	
Last Salary		Reason for Leaving	

From (Mo. & Yr.)	Title of your PRESENT position	Employer's Name	Phone
To (Mo. & Yr.)	Primary Duties:	Address	
		Name and Title of Supervisor	
Hours Each Week		Name and Title of Next Higher Supervisor	
Last Salary		Reason for Leaving	

From (Mo. & Yr.)	Title of your PRESENT position	Employer's Name	Phone
To (Mo. & Yr.)	Primary Duties:	Address	
		Name and Title of Supervisor	
Hours Each Week		Name and Title of Next Higher Supervisor	
Last Salary		Reason for Leaving	