



|                    |
|--------------------|
| Internal Use Only: |
| Branch _____       |
| Received By _____  |
| Date _____         |
| HR Office: _____   |
| Reviewed by _____  |

## Page Application Form

Name: (please print) \_\_\_\_\_

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

### IMPORTANT INFORMATION

- The job posting for a Page position is considered a pooled position. Positions may not be currently available at the time an applicant completes this application.
- Pages do not work more than 18 hours per week. Actual hours are based on the Branch Librarian needs.
- This application will not be eligible for consideration more than 90 days after it is received. If you wish to be considered for a position after this date, you must submit a new application.
- The library contacts only the applicants who are being considered for a position. Other applicants will not receive any notice regarding the status of their application.
- Please make sure to print legible.
- **Incomplete or unreadable applications will not be accepted.**
- An applicant with a disability or handicap requiring accommodation for completing this application process should contact the Business Office at 810-732-5570.

#### Please indicate your availability:

Desired Employment:  Part Time  Full Time  Summer Only      Available Start Date:      /      /

| Hours Available | Monday   | Tuesday  | Wednesday  | Thursday   | Friday   | Saturday   | Sunday   |
|-----------------|--|--|--|--|--|--|--|
| <b>From:</b>    | <input type="checkbox"/> am<br>_____ <input type="checkbox"/> pm | <input type="checkbox"/> am<br>_____ <input type="checkbox"/> pm | <input type="checkbox"/> am<br>_____ <input type="checkbox"/> pm | <input type="checkbox"/> am<br>_____ <input type="checkbox"/> pm | <input type="checkbox"/> am<br>_____ <input type="checkbox"/> pm | <input type="checkbox"/> am<br>_____ <input type="checkbox"/> pm | <input type="checkbox"/> am<br>_____ <input type="checkbox"/> pm |
| <b>To:</b>      | <input type="checkbox"/> am<br>_____ <input type="checkbox"/> pm | <input type="checkbox"/> am<br>_____ <input type="checkbox"/> pm | <input type="checkbox"/> am<br>_____ <input type="checkbox"/> pm | <input type="checkbox"/> am<br>_____ <input type="checkbox"/> pm | <input type="checkbox"/> am<br>_____ <input type="checkbox"/> pm | <input type="checkbox"/> am<br>_____ <input type="checkbox"/> pm | <input type="checkbox"/> am<br>_____ <input type="checkbox"/> pm |

*Note: Work schedules are based upon the needs of the Library system and may be subject to change on a weekly basis.*

#### Please indicate your branch preferences: (you may select as many as you wish)

- |   |  |
|---|--|
| <input type="checkbox"/> Headquarters 4195 Pasadena Ave, Flint<br><input type="checkbox"/> Baker Park 3410 S. Grand Traverse, Burton<br><input type="checkbox"/> Burton Memorial 4012 E. Atherton Rd, Burton<br><input type="checkbox"/> Clio 2080 W. Vienna Rd, Clio<br><input type="checkbox"/> Davison 203 E. Fourth St, Davison<br><input type="checkbox"/> Fenton 200 E. Caroline St, Fenton<br><input type="checkbox"/> Flint Township 2071 S. Graham Rd, Flint<br><input type="checkbox"/> Flushing 120 N. Maple, Flushing<br><input type="checkbox"/> Swartz Creek 8095 Civic Drive, Swartz Creek | <input type="checkbox"/> Goodrich 10237 Hegel Rd, Goodrich<br><input type="checkbox"/> Genesee Valley Genesee Valley Mall, Flint<br><input type="checkbox"/> Grand Blanc 515 Perry Rd, Grand Blanc<br><input type="checkbox"/> Johnson 7397 N. Genesee Rd, Genesee<br><input type="checkbox"/> Linden 201 N. Main, Linden<br><input type="checkbox"/> Montrose 241 Fehrer, Montrose<br><input type="checkbox"/> Mt. Morris 685 Van Buren, Mt. Morris<br><input type="checkbox"/> Forest Township 123 W. Main St, Otisville<br><input type="checkbox"/> Vera B. Rison Beecher 1386 W. Coldwater Rd, Flint |
|---|--|





4195 W. Pasadena Ave., Flint, MI 48504  
Human Resources Fax: 810-230-0277

## Application for Employment

The Genesee District Library (GDL) is an Equal Employment Opportunity employer and will not discriminate against any applicant on the basis of race, color, religion, gender identity, sexual orientation, age, national origin, veteran status, disability, height, weight, familial status, marital status, or any other characteristic protected by federal, state or local law. An applicant with a disability or handicap requiring accommodation for completing this application process should contact GDL's Human Resources department.

**Please print and answer all sections in their entirety. Incomplete or unsigned applications will not be considered.**

### PERSONAL INFORMATION

**Full Name:** \_\_\_\_\_  
Last First Middle

**Address:** \_\_\_\_\_  
Street City State Zip Code

**Telephone:** \_\_\_\_\_ **Alternate:** \_\_\_\_\_

**Email:** \_\_\_\_\_

|   |
|---|
| <p><b>Are you 18 years or older:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No<br/> <b>If no, a work permit is required.</b></p> <p><b>Are you eligible to work in the U.S.</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> |
|---|

**Have you worked with GDL before?** If yes, give dates and positions.  No  Yes \_\_\_\_\_

**Do you currently have any relatives working at GDL?** If yes, please provide name and relationship.  No  Yes \_\_\_\_\_

**How did you hear about GDL's employment opportunities?** \_\_\_\_\_

**Have you ever been convicted of a crime, other than a minor traffic violation which has not been annulled, expunged, or sealed by the court?**  Yes  No

If so, please state citation, date and place where offense occurred.

*Note: A conviction record will not necessarily be a bar to employment. Factors such as job relatedness, age and time of offense, seriousness and nature of violation will be taken into account.*

**Have you ever been discharged or asked to resign from any employment?**  Yes  No

If so, please explain.

## EDUCATION

|                 | Name & Location of School | Major Subject | Circle Last Full Year Completed | Diploma/Degree Awarded                                   |
|-----------------|---------------------------|---------------|---------------------------------|--|
| High School     |                           |               | 9 10 11 12                      | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| College         |                           |               | 1 2 3 4                         | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Graduate School |                           |               | 1 2 3 4                         | <input type="checkbox"/> Yes <input type="checkbox"/> No |

## EMPLOYMENT HISTORY

Beginning with your most recent job, list all previous employers and provide a description of duties. If applicable, include military and unpaid volunteer experience and provide an explanation for any periods of unemployment. Attach additional sheets if necessary. If you chose to attach a resume to your application, you must still complete this section in its entirety.

This is my first paid employment position.

|  |                    |  |
|--|--------------------|--|
| Mo./Yr. To Mo./Yr<br>/ - /   | Employer's Name    | Job Title  |
| Street Address   | City, State        | Salary (per hour, week, month or year)<br>\$ per |
| Supervisor   | Supervisor's Title | Phone  |
| Reason for Leaving:  |                    |  |
| Duties/Responsibilities:   |                    |  |
| May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No |                    |  |

|  |                    |  |
|--|--------------------|--|
| Mo./Yr. To Mo./Yr<br>/ - /   | Employer's Name    | Job Title  |
| Street Address   | City, State        | Salary (per hour, week, month or year)<br>\$ per |
| Supervisor   | Supervisor's Title | Phone  |
| Reason for Leaving:  |                    |  |
| Duties/Responsibilities:   |                    |  |
| May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No |                    |  |

|  |                    |  |
|--|--------------------|--|
| Mo./Yr. To Mo./Yr<br>/ - /   | Employer's Name    | Job Title  |
| Street Address   | City, State        | Salary (per hour, week, month or year)<br>\$ per |
| Supervisor   | Supervisor's Title | Phone  |
| Reason for Leaving:  |                    |  |
| Duties/Responsibilities:   |                    |  |
| May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No |                    |  |

**EMPLOYMENT HISTORY (continued)**

|  |                    |  |
|--|--------------------|--|
| Mo./Yr. To Mo./Yr<br>/ - /   | Employer's Name    | Job Title  |
| Street Address   | City, State        | Salary (per hour, week, month or year)<br>\$ per |
| Supervisor   | Supervisor's Title | Phone  |
| Reason for Leaving:  |                    |  |
| Duties/Responsibilities:   |                    |  |
| May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No |                    |  |

|  |                    |  |
|--|--------------------|--|
| Mo./Yr. To Mo./Yr<br>/ - /   | Employer's Name    | Job Title  |
| Street Address   | City, State        | Salary (per hour, week, month or year)<br>\$ per |
| Supervisor   | Supervisor's Title | Phone  |
| Reason for Leaving:  |                    |  |
| Duties/Responsibilities:   |                    |  |
| May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No |                    |  |

**REFERENCES: MUST COMPLETE** (professional, work, volunteer or school related references are preferred)

| Name | Address | Phone Number | Relationship |
|------|---------|--------------|--------------|
|      |         |              |              |
|      |         |              |              |
|      |         |              |              |

**APPLICANT STATEMENT:** Please read carefully prior to signing which indicates your understanding.

I affirm that the information provided in this application (and accompanying documents, if any) is true and complete to the best of my knowledge. I understand that falsified statements, misrepresentations or omissions may disqualify me from further consideration for employment and may result in discipline or dismissal if discovered at a later date.

I authorize the Genesee District Library to contact and obtain information from all references, employers and educational institutions. I authorize all references, employers and educational institutions to release this information without liability for damage incurred in giving it. I waive any written notice of release of these records that may be required by state or federal law.

I understand the Genesee District Library may conduct a criminal background. I authorize the Genesee District Library to request and obtain from any criminal justice agency an investigation and report to determine my prior criminal conviction(s), if any.

I agree that any action or suit against the Library arising out of my employment or termination of employment, including, but not limited to, claims arising under State or Federal civil rights laws, must be brought within 182 days of the event giving rise to the claims or be forever barred. I waive any limitation periods to the contrary.

I understand and agree that, if hired, my employment status is at-will. My employment may be terminated with or without cause, at any time, with or without notice by either myself or the Library.

Signature

Date



## **JOB DESCRIPTION**

|                     |   |
|---------------------|---|
| <b>JOB TITLE:</b>   | <b>Page</b>                                     |
| <b>HOURS:</b>       | <b>Part-time (up to 18 hours per week)</b>      |
| <b>REPORTS TO:</b>  | <b>Branch Librarian or Other Assigned Staff</b> |
| <b>HOURLY RATE:</b> | <b>Minimum Wage</b>                             |

### **JOB SUMMARY**

Under supervision of the Librarian or other Library staff, this position has the responsibility for performing routine tasks such as; greeting patrons, answering phones, limited circulation desk assignments, shelving library materials, filing and organizing, basic computer functions and assisting/directing patrons.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The following include, but are not limited to:

- Shelf library materials accurately in the prescribed sequence.
- Straighten shelves in a neat and orderly manner.
- Search library shelves for materials and retrieve as requested.
- File materials.
- Organize, sort and distribute materials as requested.
- Work at circulation desk and greet patrons.
- Perform basic computer tasks as directed by the supervisor.
- Assist patrons as directed by the supervisor.
- Assist with programs and special events as assigned by supervisor.
- Maintain and update material as requested by supervisor.
- Operate general office machines such as copiers, scanners, laminating and fax machines.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of alphabetical and numerical sequences.
- Knowledge of basic computer skills.
- Ability to read, write and speak clearly.
- Ability to understand and follow written and verbal directions.
- Ability to work cooperatively with co-workers and the public.

### **EDUCATION, TRAINING AND EXPERIENCE**

- High School diploma and/or equivalent or working toward high school diploma.
- Must be at least 14 years of age (with appropriate work/school permit).
- No specific prior work experience is necessary.

**WILL BE REQUIRED TO**

- Work a flexible schedule as needed.
- Work evenings and weekends as needed.

**WORK ENVIRONMENT**

The location of the work site is a branch of the Genesee District Library System. The noise level and environment is usually quiet and work is performed indoors.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will frequently sit, stand and walk. The employee is occasionally required to stoop, kneel, and reach forward and above the head. The employee will occasionally lift and/or move equipment up to fifty (50) pounds. Specific vision and hearing abilities are required by this job.

*The above statements are intended to describe the general nature and level of work being performed by personnel assigned to this position. The tasks are not to be construed as an exhaustive list of all job duties performed by those in this classification.*

**SPECIAL REQUIREMENTS**

Possession of a working permit, if applicable.

Prepared: July 14, 2014/JK

I have read and understand the above Page job description. I agree that I meet all the necessary qualifications.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
GDL Branch Librarian or Library Assistant (Witness)

\_\_\_\_\_  
Date