



**Letter of Instructions to Applicants for the Position of
LIBRARY ASSISTANT (Part-Time)**

Thank you for your interest in the Part-Time Library Assistant position in the Library Department. Materials in this packet will tell you more about the position, how to make formal application and requirements each applicant must satisfy to be eligible for placement.

To aid you in filling out the application materials, we would offer these suggestions:

1. Carefully read the position description and position qualifications included in the application packet. Please be sure the Application for Employment form that you complete and return has information that shows you meet the qualifications described. You may also enclose any materials that help establish your qualifications for the position.
2. Complete and return the Equal Opportunity Information form and Diversified investigations, LLC Background Check forms.
3. Complete the Application for Employment form. Read and sign the statement at the bottom of the last page.

Completed applications should be delivered or addressed to:

HR Director
City of Kaukauna
144 West Second Street
PO Box 890
Kaukauna, WI 54130-0890

COMPLETED APPLICATIONS MUST BE RECEIVED BY 4:30 P.M. ON FRIDAY, JUNE 30, 2017. AN EXCEPTION SHALL BE MADE FOR APPLICATIONS WHICH ARE MAILED AND POSTMARKED NO LATER THAN MIDNIGHT ON FRIDAY, JUNE 30, 2017.

PRIVACY NOTICE: Provisions of the Wisconsin Public Records laws and the interpretation of these provisions by legal counsel and the courts may make it necessary to disclose the name, address and current employer of applicants under consideration for employment with the City. Information you provide will normally not be made available except to officials directly involved in the screening, testing and selection process.

If you have further questions, write to the address listed above or call Human Resources at (920) 766-6375.



City of Kaukauna

LIBRARY ASSOCIATE (PART-TIME)

HOURS

Hours for the position of Library Associate are listed on the job description.

COMPENSATION

\$14.60/hour

BENEFITS

- Vacation, sick leave and holiday pay.
- Tuition Reimbursement
- A 457 Plan (deferred compensation) is available. The City does not contribute to this plan.

Library Assistant

POSITION: Library Assistant – Part-time (20 hrs./wk.)

DEPARTMENT: Library

REPORTS TO: Library Director

CITY PAY GRADE: 2

1) POSITION SUMMARY

- a) Under the supervision of the Library Director and/or the Programming Librarian, the Library Assistant performs essential service desk functions such as checking in and out of materials, filling holds list, returning materials to the shelves, issuing new library cards, and assisting patrons with reference, directional and/or technological (computer usage, eBook loading, etc.) questions.
- b) In addition, each Library Assistant will be assigned to one or more specific areas of service, including but not limited to:
 - i. **Material Services:** cataloging and/or processing materials.
 - ii. **Patron Services:** assisting the Programming Librarian with children's, young adult or adult programming, or history room services.
 - iii. **Generalist Services:** filing new library cards, filling holds, checking in, assisting with reference and directional questions.
- c) This position requires the candidate to possess the skills necessary to plan and perform programming specifically for Children but also for adults and teens when needed.
- d) Each Library Assistant is expected to come with knowledge of or be willing to acquire training in eBook technology, as well as assisting patrons with basic computer problems.

2) MAJOR POSITION DUTIES

- a) Assists with preparing, implementing and performing creative, age/interest appropriate programming for children, birth to 18 and their families.
- b) Assists with offsite outreach as necessary.
- c) Assists with Adult programming as needed.
- d) Checking out and checking in library materials.
- e) Assists patrons with technology questions including computer or eBook related questions.
- f) Answers reference and directional questions over the phone or in person.
- g) Fills holds for patrons of member libraries.
- h) Places holds for patrons of member libraries over the phone or in person.
- i) Shelves materials.
- j) Reads and maintains order of the section of shelves assigned.
- k) Maintains patrons adhere to library policies.
- l) Call patrons to alert them of holds.
- m) Renew materials in person or over phone.
- n) Assist patrons in renewing and issuing new library cards.
- o) Assist patrons with library card issues and concerns.
- p) Periodic emptying of book drop.

- q) File new patron information.
- r) Receive and record money from fines and printing.
- s) Assist patrons with copy machine use and printing.
- t) Help patrons find and retrieve materials.
- u) Perform detailed services related to specific areas of service as well as other duties as assigned.

3) **Qualifications**

- a) **Educational Qualifications:** High school diploma, GRE, or suitable educational background experience and skills.
- b) **General Qualifications:**
 - i. A background working with children and teens.
 - ii. A child-friendly demeanor.
 - iii. Excellent customer service skills.
 - iv. Knowledge of cash handling and cash register procedures.
 - v. Basic computer skills, email, blogging, use of Microsoft Word, etc.
 - vi. Ability to keep abreast with changes in technology.
 - vii. Willingness to learn new skills.
 - viii. Ability to get along with people of diverse personality types.
 - ix. Ability to correct behavior of patrons in a polite but professional manner.
 - x. Pleasant, outgoing personality.
 - xi. Ability to multi-task and remain focused in a fast paced environment.
 - xii. Ability to follow and perform detailed directions and tasks.
 - xiii. Ability to prioritize work responsibilities and duties.
 - xiv. Ability to communicate clearly in written and spoken forms.
 - xv. A basic working knowledge of English spelling and grammar, arithmetic, and reading.
 - xvi. Willingness to work some evenings and weekends.

- 4) Interview will include a story telling demonstration. Please bring a picture book appropriate for an 18 month old. Story must be read aloud.

5) **Available Hours**

Monday:	4:00-8:00 PM
Tuesday:	4:00-8:00 PM
Wednesday:	12:00-4:00 PM
Thursday:	4:00-8:00 PM
Friday:	8:00-12:00 PM

This description has been prepared to assist in evaluating current Library Assistants and potential new hires to this position. It indicates levels of work required of this position. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under

supervision. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee and the Kaukauna Public Library. The Kaukauna Public Library Board of Trustees retain and reserves any and all rights to change, modify, amend add to or delete from any section of this document as it deems necessary.



City of Kaukauna
 144 W. Second Street
 P.O. Box 890
 Kaukauna, WI 54130
 (920) 766-6310
 fax: (920) 766-6324

EMPLOYMENT APPLICATION

In compliance with federal and state equal employment opportunity laws, qualified applicants are considered for all positions without regard to age, race, creed, color, handicap/disability, marital status, gender, national origin, ancestry, sexual orientation, military service, non job-related arrest or conviction record or any other basis prohibited by law.

Are you at least 18 years of age? Y N

If No, are you at least 16 years of age? Y N

Do you have a valid driver's license? Y N

Position(s) Applied For: Library Assistant (Part-Time)		Type of Employment: Full-Time <input type="checkbox"/> Summer <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary <input type="checkbox"/>		Date of Application: _____
Name of Applicant: Last Name		First Name		Middle Initial
Address (No., Street, Apt. No., City, State, ZIP)				
Primary Telephone ()		Secondary Telephone ()		E-mail Address
Previous Addresses Within the Last 3 Years Other Than Address Above				

Education

School	Name and Address of School	No. of Yrs. Completed	Major Subjects	Diploma/Degree
High School				Y/N
College/Technical College				Y/N
Graduate School				Y/N
Other (Specify)				Y/N

Special Skills

- If relevant, please describe word processing speed, software knowledge, and technical equipment experience.
- If relevant, please describe experience using any machinery and equipment.
- Other qualifications. (Summarize certifications, special job-related skills, and qualifications acquired from employment or other experience.)

Work Experience (Start with most recent; use separate sheet if necessary.)

1. Name of Employer		Telephone ()
Address		Name/Title of Immediate Supervisor:
Job Title	Employment Dates (Month and Year) From: To:	May we contact for reference? Yes <input type="checkbox"/> No <input type="checkbox"/>
Description of Duties		Starting Compensation
Reason for Leaving		Final Compensation
What did you like most about this job?		
What did you like least about this job?		
2. Name of Employer		Telephone ()
Address		Name/Title of Immediate Supervisor:
Job Title	Employment Dates (Month and Year) From: To:	May we contact for reference? Yes <input type="checkbox"/> No <input type="checkbox"/>
Description of Duties		Starting Compensation
Reason for Leaving		Final Compensation
What did you like most about this job?		
What did you like least about this job?		
3. Name of Employer		Telephone ()
Address		Name/Title of Immediate Supervisor:
Job Title	Employment Dates (Month and Year) From: To:	May we contact for reference? Yes <input type="checkbox"/> No <input type="checkbox"/>
Description of Duties		Starting Compensation
Reason for Leaving		Final Compensation
What did you like most about this job?		
What did you like least about this job?		

Are you prevented from lawfully becoming employed in this country because of a visa or immigration status? Yes No
 (If hired, proof of citizenship or immigration status will be required.)

Have you ever been employed with us before? Yes No

If yes, when? _____

Do you know anyone who works at the City of Kaukauna? Yes No

Name: _____

Have you ever been terminated or disciplined at a job?

Yes No If so, list the employer, date and nature of alleged offense.

Personal/Professional References

Name	Relationship	Address	Telephone

- I hereby certify that all statements and facts set forth in my application are true and complete. I understand that any false statement, concealment, or failure to answer any question fully and accurately will be grounds for terminating my employment, if I am hired by the City of Kaukauna (City).*
- It is my understanding that the City will make a thorough investigation of my employment history and may verify all data given in my application for employment, related papers, or oral interviews.*
- I authorize investigation of all statements and matters contained in my employment application, which the City may deem relevant to my employment. I authorize all former employers and educational institutions to release to the City all information and records pertaining to me.*
- I release the City, my past employers, and other people having information concerning me from all claims or liabilities based on the inquiries or disclosures authorized by this agreement.*
- If I become employed, I agree to comply with all City rules, regulations, and policies and learn and understand all policies and policy revisions as set forth by the City. I understand that failure to do so will subject me to disciplinary action up to and including termination of employment. I also understand that any employment will occur on an at-will basis, meaning that either I or the City can terminate the employment relationship at any time, with or without notice, and with or without cause or reason.*

Dated this ____ day of _____, 20 ____.

Signature of Applicant: _____

CONFIDENTIAL
EQUAL EMPLOYMENT OPPORTUNITY INFORMATION
City of Kaukauna

The City of Kaukauna is an equal opportunity employer. The Federal government requires the City to periodically compile and report data on applicants and employees. This form helps the City collect the needed data. As completed employment applications are received, this form is removed and kept separate from other application materials. City officials involved in making hiring decisions do not have access to the information you provide nor will information you provide be used in making hiring decisions. Your cooperation will be appreciated.

NAME: _____

SOCIAL SECURITY NUMBER: ____ - ____ - ____

CITY/VILLAGE/TOWN: _____

DATE OF BIRTH: ____/____/____

SEX: MALE FEMALE

POSITION APPLIED FOR: _____

DATE OF APPLICATION: ____/____/____

ETHNIC CATEGORY (Check One):

- AMERICAN INDIAN OR ALASKAN NATIVE. All persons having origins in any of the original peoples of North America.
- ASIAN or PACIFIC ISLANDER. All persons having origins in any of the original peoples of the Far East, Southeast Asia or the Pacific Islands. This includes, for example, China, Japan, the Philippine Islands and Samoa. Also, persons from the Indian subcontinent including people with national origins from Bangladesh, Bhutan, India, Nepal, Pakistan, Sukkim and Sri Lanka.
- BLACK (not of Hispanic origin). All persons having origins in any of the Black racial groups.
- HISPANIC. All persons of Mexican, Puerto Rican, Cuban, Central and South American or other Spanish culture regardless of race.
- WHITE (not of Hispanic origins). All persons having origins in any of the peoples of Europe, North Africa or the Middle East.

SPECIAL CATEGORY: Do you wish to identify yourself as:

- A QUALIFIED HANDICAPPED INDIVIDUAL who (1) has a physical or mental impairment which substantially limits one or more of a person's major life activities, or (2) has a record of such impairment, or (3) is regarded as having such impairment, and (4) is capable (qualified) of performing a particular job with reasonable accommodation to his or her handicap?
- A QUALIFIED DISABLED VETERAN who (1) is entitled to disability compensation under laws administered by the U.S. Veterans Administration for disability rated at 30% or more, or (2) whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty, or (3) is capable (qualified) of performing a particular job with reasonable accommodation to his or her ability?
- A VIETNAM ERA VETERAN who actively served for more than 180 days, any part of which occurred between August 5, 1964, and May 7, 1975, and was released with other than a dishonorable discharge, or was released from such active duty for a service-connected disability and was discharged/released within 48 months prior to an alleged violation of the Act and/or of the regulation issued thereunder on July 26, 1976?

Consent to Conduct Background Investigation

I understand that I am APPLYING FOR the position of _____ / VOLUNTEERING with / EMPLOYED with City of Kaukauna and am required to have a background investigation completed as requested. I understand that the following personal records are subject to being queried and reviewed by DIVERSIFIED investigations, llc:

- | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|--------------------------------------|-------------------------------------|-------------------------------|-------------------------------------|----------------------------------|-------------------------------------|-------------------------|-------------------------------------|------------------------------|--------------------------|--|--|--------------------------|-----------------------------------|--------------------------|----------------------|--------------------------|----------------|--------------------------|---|--------------------------|-------------------------------------|--------------------------|--------------------------------|
| <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;"><input checked="" type="checkbox"/></td><td>Social Security/Address Verification</td></tr> <tr><td style="text-align: center;"><input checked="" type="checkbox"/></td><td>Local law enforcement queries</td></tr> <tr><td style="text-align: center;"><input checked="" type="checkbox"/></td><td>Sexual offender database queries</td></tr> <tr><td style="text-align: center;"><input checked="" type="checkbox"/></td><td>Public database queries</td></tr> <tr><td style="text-align: center;"><input checked="" type="checkbox"/></td><td>State criminal/civil queries</td></tr> <tr><td style="text-align: center;"><input type="checkbox"/></td><td>Driver's license records (as applicable to the position)</td></tr> </table> | <input checked="" type="checkbox"/> | Social Security/Address Verification | <input checked="" type="checkbox"/> | Local law enforcement queries | <input checked="" type="checkbox"/> | Sexual offender database queries | <input checked="" type="checkbox"/> | Public database queries | <input checked="" type="checkbox"/> | State criminal/civil queries | <input type="checkbox"/> | Driver's license records (as applicable to the position) | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;"><input type="checkbox"/></td><td>Professional/Character References</td></tr> <tr><td style="text-align: center;"><input type="checkbox"/></td><td>Neighborhood Canvass</td></tr> <tr><td style="text-align: center;"><input type="checkbox"/></td><td>Drug screening</td></tr> <tr><td style="text-align: center;"><input type="checkbox"/></td><td>Education and Professional License Verification</td></tr> <tr><td style="text-align: center;"><input type="checkbox"/></td><td>Employment Verification & Reference</td></tr> <tr><td style="text-align: center;"><input type="checkbox"/></td><td>Credit Report / CMI Litigation</td></tr> </table> | <input type="checkbox"/> | Professional/Character References | <input type="checkbox"/> | Neighborhood Canvass | <input type="checkbox"/> | Drug screening | <input type="checkbox"/> | Education and Professional License Verification | <input type="checkbox"/> | Employment Verification & Reference | <input type="checkbox"/> | Credit Report / CMI Litigation |
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| <input checked="" type="checkbox"/> | State criminal/civil queries | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | Driver's license records (as applicable to the position) | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | Professional/Character References | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | Neighborhood Canvass | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | Drug screening | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | Education and Professional License Verification | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | Employment Verification & Reference | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | Credit Report / CMI Litigation | | | | | | | | | | | | | | | | | | | | | | | | |

I further understand that the results of this investigation will be forwarded to City of Kaukauna and that agents of DIVERSIFIED investigations, llc will not discuss the findings of the investigation with anyone other than appropriate members of the City of Kaukauna staff. I understand that this background investigation will not be used for any purpose other than assessing my suitability for the position for which I have applied/volunteered/am employed.

Therefore, I do hereby grant permission to City of Kaukauna, and DIVERSIFIED investigations, llc, to conduct a due diligence background investigation. All information is subject to the Fair Credit Reporting Act (FCRA--see www.consumerfinance.gov/learnmore).

**** NOTE:** I understand that this consent is revocable by providing written notice to both DIVERSIFIED investigations, llc and City of Kaukauna.

TO BE COMPLETED BY APPLICANT

The Following Information Is for Identification and Investigative Purposes Only.
Please Use an Ink Pen and Print Clearly. Use "UPPER CASE" Letters. One Letter Per Block.

Last Name																	
First Name																	
Middle Name																	
Current Address											Apt.#						
City										State	Zip						
Social Security Number						Phone											
Date of Birth						Sex: (circle one) Male / Female											
Driver's License No.																	
Other Last Names Used (include Maiden Names)																	
Email Address																	
LIST EVERY CITY AND STATE YOU HAVE EVER LIVED and the Month/Year you began living there			STATE CODE	CITY	MO/YR				STATE CODE	CITY	MO/YR	ADD EXTRA PAGES, AS NEEDED					
Please check one of the following ethnic categories:																	
White (Not of Hispanic Origin)				Black (Not of Hispanic Origin)				Asian or Pacific Islander									
Hispanic				American Indian or Alaskan Native				I do not wish to answer									
Have you ever been convicted OR do you have any charges pending? You must include traffic and local ordinance citations (Provide answer on right). You are required to include convictions that have been EXPUNGED. If YES, list charge(s) and year below.											<input type="checkbox"/> YES* <input type="checkbox"/> NO *Does not automatically bar you from employment/volunteering						
Charge						Year			Charge						Year		

Applicant Signature: _____ Date: _____
My consent will remain in force for a period no longer than a year from the date this document is signed.