

HIRED \_\_\_\_\_

POSITION \_\_\_\_\_

# City of Austin Application

## Austin Public Library – Clerk Position

Name \_\_\_\_\_

Date \_\_\_\_\_

Current Address \_\_\_\_\_

Current Telephone \_\_\_\_\_

Permanent Address \_\_\_\_\_  
(If different)

Alternate Telephone \_\_\_\_\_

Email Address \_\_\_\_\_

### EDUCATION

	Attended Institutions	Years Completed	Major and Minor	Degree or Diploma
High School				
College or University				
Post –Graduate				

### EXPERIENCE Start with present or last job.

Employer	Address	Kind of Work	Dates Employed	
			Begun	End

### REFERENCES Adults, No Relatives

Name	Telephone Number	Address	Position or Occupation

**UNSALARIED EXPERIENCE**

VOLUNTEER ORGANIZATION	STREET	CITY	STATE
POSITION HELD	DUTIES PERFORMED		
IMMEDIATE SUPERVISOR			
DATES OF PARTICIPATION			
VOLUNTEER ORGANIZATOIN	STREET	CITY	STATE
POSITION HELD	DUTIES PERFORMED		
IMMEDIATE SUPERVISOR			
DATES OF PARTICIPATION			

**ACTIVITIES – with a direct bearing on your qualifications for the position.**

Exclude organizations indicating race, creed, color, sex, national origin, marital status, political affiliation, age or disability in their name or character.

**Membership in Civic, Professional, Social or other organizations (show offices held)**

Current:

Past:

1. What aspects of being a library clerk do you consider being most crucial?

2. Please describe your customer service experience and computer skills.

3. Describe your schedule availability.

4. Please describe your organizational and planning skills.

**I certify that the answers given are true and complete, to the best of my knowledge.**

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

Signature of applicant: \_\_\_\_\_  
(Type Name Here)