



CASEY COUNTY PUBLIC LIBRARY

Application for Employment

Contact Information:

Full Name

Street Address:

City:

State:

Zip Code:

Phone Number:

Accepts Texts (Circle One):

Yes

No

Email Address:

Character and Competencies:

As a member of CCPL, you will be expected to work as part of a team for the betterment of the community. Every member of the team contributes their own strengths, and everyone is expected to be willing to learn and grow. Please describe one strength that you think could benefit the team, and describe one thing you are still working on.



At the CCPL, we work together to provide resources that empower our patrons to imagine the possibilities, discover their potential, and connect with their community. What do you uniquely bring to help the library further that mission?

Education:

Please share any specific and relevant educational experiences that you believe would apply to your work at the CCPL.

List the school(s) you attended, major/area of study, and whether you graduated.			
School	Major/Area of Study	Years Attended	Graduated? Y/N



Work Experience:

Please Note: You must submit a resume along with your application. This should sufficiently cover your work/volunteer experience and references.

Please share any specific and relevant work/volunteer experiences that you believe would apply to your work at the CCPL that may not be represented on your resume.

Skills and Knowledge:

Please indicate your experience/skill level with each of the following:

Skill	Low	Moderate	High
Basic Computer (typing, searching documents, operating, etc.)			
Computer Software (Word, Excel, Publisher, etc.)			
Internet (email, navigating websites, Google suite, etc.)			
Social Networking (Facebook, Instagram, TikTok, X)			
Research (searching Google, using databases, etc.)			
Mobile Technology (iPhone, Android, tablets, etc.)			
Office Equipment (copiers, printers, fax, scanners)			
Genealogy Equipment (microfilm, digitization, OCR scanners, etc.)			
Please list any additional specialized skills or knowledge that may be relevant:			

By signing below, I certify that the information on this application is true and complete. I understand that any misrepresentation or omission of any information will result in my disqualification from consideration for employment or, if employed, my dismissal. The Casey County Public Library, in considering my application for employment, may verify the information set forth on this application and obtain additional information related to my background. I hereby authorize all persons, schools, companies, corporations, and law enforcement agencies to supply any information concerning my background and release such individuals, organizations, and the library from liability for any claim or damage that may result. I understand that any offered employment may be contingent on the successful outcome of a background check. I have read, understand, and agree to the above statements.

Signature:

Date: