



**Salem-South Lyon
District Library**
Imagine the Possibilities

Salem-South Lyon District Library

9800 Pontiac Trail South Lyon, MI 48178 Phone: (248) 437-6431 FAX: (248) 437-6593

<https://ssldl.info>

Application for Shelver/Student Assistant

Accurately shelves all Library materials.

(An IMPORTANT job so that everyone can find the materials they need!)

Application must be filled in completely or it will not be processed. If a box does not pertain to you, indicate with **N/A** in that space.

The **Salem-South Lyon District Library** is an "at will," equal opportunity employer whose policy is to select the most qualified candidates without regard to race, religion, color, sex, age, marital or military status, history of disability or national origin. Michigan law requires that a person with a disability or handicap requiring accommodation to perform the essential duties of the job must notify the employer in writing within 182 days of the date that the need is known or should have been known. Employees under 18 years of age must obtain a work permit or have their school complete a training agreement before starting work. Work permits can be obtained from the school the minor attends or the school district where the minor resides.

DATE OF APPLICATION _____

DATE YOU CAN START _____

NAME _____

ADDRESS _____
Number Street City State Zip

PHONE _____ E-mail Address: _____

Are you employed now? _____ May we contact your present employer? _____

Have you ever been convicted of a crime or offense other than minor traffic violations? () yes () no
If "Yes," explain _____

Conviction of a crime is not an automatic disqualification for employment. All factors will be considered.

EDUCATION RECORD

Name of School _____

Address of School _____

Last Grade Completed _____

Course of Study: College Prep _____ General _____

Counselor _____

Teacher Reference (Academic subjects only, please) _____

List any regular extra-curricular activities that you are involved in.

SPECIAL SKILLS

Include such things as poster-making, lettering, mechanical drawing, experience with computers or any other special skills that you feel will be of interest to your potential employer, including hobbies and recreational interests.

EMPLOYMENT RECORD: May we contact the employers listed? Yes ____ No ____

If not, which one(s)? _____

List any previous employment:

NAME OF EMPLOYER _____

ADDRESS _____

DATES OF EMPLOYMENT, FROM _____ TO _____

REASON FOR LEAVING _____

NAME OF EMPLOYER _____

ADDRESS _____

DATES OF EMPLOYMENT, FROM _____ TO _____

REASON FOR LEAVING _____

SCHEDULING

Please list the specific days of the week and hours you would be available to work:

Applicant Waiver Form Salem-South Lyon District Library

(To be signed by all job applicants along with application form.)

1. I agree and understand that all the information and statements on my application are correct and no attempt has been made to conceal or withhold pertinent information. I agree that any omission, falsification, or misrepresentation is cause for my immediate termination at any time during my employment.
2. I authorize investigation of all statements contained in this application for any employment-related purpose and I understand that a criminal background check will be performed as part of the hiring process. I will release the listed references and all employers, except those specifically excepted*, to provide you with any and all applicable information they may have. I hereby release these references and former employers from all liability for any information they may give you.
3. I understand and agree that, if hired, my employment status is at-will. Therefore, my employment is for no definite period; and may, regardless of the date of payment of my wages, be terminated with or without cause, at any time, with or without notice. Any agreement altering the terminable at will nature of the employment relationship must be in writing and signed by myself and the Director of the Library.
4. 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 statutes, 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.

Signature

Date

*Employers specifically excepted: _____

For Employer Use Only	
Interviewed By: _____	Date: _____
Starting Date: _____	Position: _____
Wage: _____	
Days / Times Scheduled to Work: _____	

Updated 11/9/15

Job Description

General Purpose:

To shelve and organize library materials and maintain accuracy of order.

Qualifications:

- 14 years of age or older.
- Ability to learn the Dewey Decimal System and other Library filing systems.
- Ability to organize effectively.
- Ability to follow oral and written instructions.
- Ability to work and communicate effectively.
- Ability to handle responsibility.
- Available to work 8 to 10 hours per week.
- Available to work some evenings and/or weekends.
- Physical ability and stamina to perform typical duties.

Duties & Responsibilities:

- Sort and shelve library materials.
- Read, rearrange and straighten shelves.
- Assist librarians with minor tasks
- Other duties as assigned by supervisor.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified. Job duties are subject to change without notice.

Reports to:

Reports to the Shelving Supervisor.

Work Environment:

Work is performed primarily in the Library's public area. Tools necessary to carry out job duties will be provided. Work will be performed in the youth, teen, and adult areas.

Evaluation:

A yearly evaluation will be conducted by the Salem-South Lyon District Library Shelving Supervisor in accordance with the Employee Performance procedure.

Terms of Employment:

The Salem-South Lyon District Library Shelving Supervisor will determine the hours and schedule. Employment is in good faith. The salary, benefits, and termination of employment are in accordance with Board policy. The Salem-South Lyon District Library is an "at will" employer.