

Monroeville Public Library
34 Monroe Street
Monroeville, Ohio 44847

Position:
Library Aide

Employee Name: _____ Date: _____

Address _____

Phone _____

Employment History – (please be as specific and as detailed as possible, listing any special skills needed for the job you performed – please use the back of the form if additional space is needed)

Dates of Employment:	Employer:
Starting Job Title: Ending Job Title:	Summarize the nature of work performed and job responsibilities. Listing any special skills required to do the job.
Ending Pay Rate:	Reason for Leaving:

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Employee Name: _____

Educational Background:

High School Diploma/Ged: _____

College Classes/Degrees: _____

Vocational Education: _____

Other: _____

Do You Have Basic Computer skills? _____

Have you ever worked with the public?

What types of responsibilities do you find to be most rewarding? Why?

What do you consider to be your strongest skills?

Are there any skills that you would like to learn or improve? If yes – what are they?

Have you received any special training, certifications, or awards that would be relevant or useful on the job?

Do you have any special skills, interests, or hobbies that are work-related and might be useful on the job?

Are you comfortable working with all ages of children? _____

Are you able to work flexible hours including Saturdays? _____

Would you be able to fill in for someone on short notice? _____

Please provide the names of three references not related:

Name _____

Address _____

Phone _____

Name _____

Address _____

Phone _____

Name _____

Address _____

Phone _____