

## Hardin County Library

### Job Description for

### Circulation Clerk

The Circulation Clerk is responsible mainly for the functioning of the front desk and meeting the needs of patrons. The duties of the Circulation Clerk are, but not limited to the following:

#### Circulation Duties:

- Checking materials in and out
- Issuing Library Cards
- Answering the telephone
- Aiding patrons with basic computer problems
- Shelving materials
- Shifting Collections when needed
- Opening and Closing the building

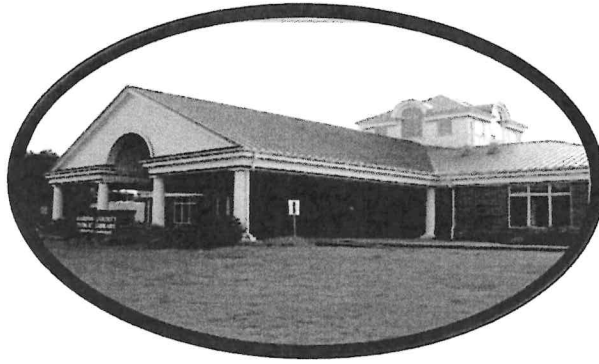
#### Other Duties:

- Demonstrating how to download e-books from our Regional e-Book and Audiobook Download System.
- Helping with yearly inventory
- Filing and updating patron cards
- Taking request for materials

#### Additional duties:

- Each staff member is expected to help keep the library in a neat and orderly fashion. This consists of shelving books, straightening books on shelves, straightening tables and chairs, and keeping floors picked up. During the week, between cleanings, if garbage cans need emptying, then do so. There may be times that you are called on to help in other areas of the library. We all work together. This is just part of the job.

Employees may be expected to perform duties that are not specifically stated in this summary.



## Hardin County Public Library Application for Employment

Equal Opportunity Employer

(Must Be 18 years or older)

Position Applied for \_\_\_\_\_ Date of Application \_\_\_\_\_

### Personal Data

---

Name (last, first, middle) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

If employed, can you provide proof of authorization to work in the U.S.? Yes \_\_\_\_\_ No \_\_\_\_\_

Referred by Job Posting \_\_\_\_\_ Friend \_\_\_\_\_ Relative \_\_\_\_\_ Agency \_\_\_\_\_

Other \_\_\_\_\_

---

### Education Record

High School: \_\_\_\_\_

Address: \_\_\_\_\_

Degrees or Diplomas \_\_\_\_\_ Years Attended \_\_\_\_\_

College/University \_\_\_\_\_

Address: \_\_\_\_\_

Degrees or Diplomas \_\_\_\_\_ Years Attended \_\_\_\_\_

Trade or Technical Training School \_\_\_\_\_

Address: \_\_\_\_\_

Degrees or Diplomas \_\_\_\_\_ Years Attended \_\_\_\_\_

Graduate School \_\_\_\_\_

Address: \_\_\_\_\_

Degrees or Diplomas \_\_\_\_\_ Years Attended \_\_\_\_\_

**Special Skills, Qualifications, or Volunteer Activities**

---

Do you speak a language other than English? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, what language do you speak? \_\_\_\_\_

Summarize any special skills or qualifications that you acquired through employment or other experiences such as volunteering that are applicable to the job that you are applying for:

Begin with the most recent employer.

1. Employer: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Ending Salary \_\_\_\_\_  
Title/Duties: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

2. Employer: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Ending Salary \_\_\_\_\_  
Titles/Duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

3. Employer: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Ending Salary \_\_\_\_\_  
Titles/ Duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Please provide three references that we can contact, work references preferred. Please include current contacts.

**Additional Data**

Have you been employed here before? Yes \_\_\_\_\_ No \_\_\_\_\_

Dates of Previous employment: \_\_\_\_\_

May we contact your previous employer? Yes \_\_\_\_\_ No \_\_\_\_\_

**Applicant's Signature**

---

I certify that all my answers given here are true and complete to the best of my knowledge, and that supplying false information herein shall result in immediate disqualification for consideration for employment or termination from employment, regardless of when such false information is discovered. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision; and I hereby agree to indemnify and hold harmless each and every current or prior employer in defending against any charge, complaint or suit filed with any Federal, State or local agency, or in any court of the State or Federal government for providing an accurate, factual history of employment information. I understand that neither this document nor any offer of employment from the employer constitutes an employment contract, unless specific document to that effect is executed by the employer and employee in writing.

---

**Signature of Applicant**

**Date**