

*“Learning is First”*

Granite Falls School District

**Library Assistant**

Classified Application Insert

Position Applying For \_\_\_\_\_

Job Number \_\_\_\_\_

Last Name \_\_\_\_\_

First Name \_\_\_\_\_

Middle Name \_\_\_\_\_

(\_\_\_\_) \_\_\_\_\_  
Telephone

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

(\_\_\_\_) \_\_\_\_\_  
Work/Message Telephone

Are you a current employee of Granite Falls School District? (check the appropriate boxes)

Yes

No

If yes, permanent

substitute

If not selected for this position, are you willing to substitute on an on-call basis?  Yes  No

**TRAINING AND EXPERIENCE**

***Library Work***

# Years of Experience:

# Years of Training:

Explain Experience: (Automated checkout, school libraries, public libraries, etc.)

Explain Training: (Volunteer, classes taken, specific training)

***Computers/Word & Data Processing***

# Years of Experience:

WPM:

Explain Experience:

Programs are you proficient on:

Circle hardware you have experience on:      MAC      PC

***Typing***

# Years of Experience:

WPM:

Explain Experience/Skills:

Equipment Used:

***Office Machines***

# Years of Experience:

Explain Experience:

*“Learning is First”*

<b><i>Recordkeeping</i></b>	
# Years of Experience:	
Explain Experience:	
<b><i>Supervision of Students</i></b>	
# Years of Experience:	# Years of Training:
Explain Experience:	Explain Training:
<b><i>Working with the Public</i></b>	
# Years of Experience:	
Explain Experience:	
<b><i>Field of Education-Related Work and/or Volunteer Experience</i></b>	
# Years of Experience:	
Explain Experience:	

Additional information you wish to present:

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I hereby certify that all the information given is true to the best of my knowledge

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date