Please complete both sides.

Employment Application

Date _____

Name: Last _____ First _____ M I _____

Address: _____ Apt # _____

City _____ State _____ Zip _____

Telephone: Home ( ) _____ Business/Message ( ) _____

E-Mail: _____ **Cell:** ( ) _____

Social Security Number _____

Are you 18 or older? _____

Can you prove verification of your right to work in the U.S.? _____

Where, or by what means, do you prefer we contact you? _____

Education:

Circle highest level completed: High School AA BA BS MA

MLS MLIS MS MBA PhD JD

Universities and dates attended: _____

_____

What was your undergraduate major? _____

What was your undergraduate minor? _____

Graduate Studies _____

Graduate Studies _____

Skills:

What kind of office experience/skills do you have (if applicable)? Typing (wpm): _____

Computers (List hardware and software used): Data Entry (wpm): _____

_____

_____

Which of the following areas have you worked in?

- ☐ Reference ☐ Cataloging ☐ Indexing ☐ Acquisitions
- ☐ On-line Searching ☐ Technical Services ☐ Periodicals
- ☐ Collection Development ☐ Records Management
- ☐ Circulation ☐ Web Page Design Other _____

Experience:

Please list the positions you have held. (List most recent first.) Attach your resume for further details. Note: Resume is not a substitute for application. (Inaccurate information may be grounds for termination.

Title or Position	Employer (company name, address, telephone & supervisor)	Dates Worked	Salary (Mo. or Hr.)	May We Contact?	Reason For Leaving

Your response to the following questions will enable us to understand your work experience more fully.

1. Check the types of libraries you have worked in:

   ❑ Special ❑ Academic ❑ School ❑ Public ❑ Other _____

   Which ones did you prefer? _____

2. Which on-line and/or automated systems have you worked with on the job? (ie., Dialog, Lexis, Nexis, OCLC, RLIN, etc.)

3. If you had a choice between doing cataloging or reference on a regular basis which would you choose? (Indicate Dewey or LC).

4. Do you like to work in an atmosphere that is well-defined or do you like to solve problems with little direction?

5. Have you worked with:

   ❑ Interlibrary Loans ❑ Microforms ❑ Periodicals ❑ Standards

   ❑ Government Documents ❑ Technical Reports ❑ Classified Documents

   ❑ Software Collections ❑ Other _____

6. What subject areas are you most familiar with (either from education or experience)?

7. What languages do you speak/read/write (other than English)?

8. Have you had any supervisory or management experience either in the library field or in some other context?

9. Have you ever worked with any forms of media such as microform equipment, videotape recorders, etc? If so what types?

10. Which do you prefer: ❑ full time ❑ part time ❑ either

    Number of hours per week: _____ mornings _____ evenings

    _____ afternoons _____ weekends

11. What geographic preferences do you have? (List areas or cities that you could commute to.)

12. How did you hear about AIM?

The applicant acknowledges that **AIM Library & Information Staffing** is an "at will" employer and makes no guarantee as to the availability or length of any assignment.

Applicant Signature _____ Date _____