

DATE OF APPLICATION: \_\_\_\_\_

**Walton & Tipton Township Public Library  
110 N. Main St., Walton**

**JOB APPLICATION**

Check the box next to the interested job.

- Library interns** → People who help out at the library doing jobs under the supervision of Library Assistants/Clerks. Pay is typically minimum wage, which is \$7.25 per hour in Indiana. Interns gain experience and knowledge that may lead to other library employment.
- Library assistants/clerks** → People who are responsible for making sure the library is appropriately serving the needs of the patrons. Assistants/Clerks should be proficient in Microsoft computer programs. They also should interact with people in a positive manner, properly shelf books and other materials, supervise interns, and do the day-to-day work necessary to fulfill the library's mission. Most assistant/clerk positions are part-time and require either an associate degree or higher or applicable experience. A complete job description is available upon request.
- Janitors** → People who are responsible for making sure that the library always looks presentable to the patrons. Chores include mopping, vacuuming, window and shelf cleaning, and restroom cleaning, along with other maintenance. A complete job description is available upon request.

**NAME:** \_\_\_\_\_  
(first) (middle initial) (last)

**ADDRESS:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ (Circle One) Cell Landline

What computer programs are you able to use? \_\_\_\_\_

What skills/work experience do you have that might help the Library patrons? \_\_\_\_\_

What is your highest level of education? \_\_\_\_\_

Have you had a felony conviction in the last five (5) years? (**Circle**) YES NO Explain: \_\_\_\_\_

Are you currently being charged with a felony? (**Circle**) YES NO Explain: \_\_\_\_\_

Please provide two (2) references who are **not** family members.

NAME: \_\_\_\_\_ NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_ PHONE: \_\_\_\_\_

*If you need more room to explain anything, please feel free to write on the back of this application.*