



CAREER PROFILE APPLICATION FORM

Municipality of Chatham-Kent

Circulation Services Librarian

Job # LIBS 10-2

(Closing at 4:30 p.m. on Friday, March 19, 2010)

Please attach this application form to the front of your resume. (Please do not include a cover letter)

PLEASE PRINT:

Name:	(last name)			(first name or name known by)		
	Address:					
	911 Street Address					
	Apartment/Unit #		PO Box		Rural Route	
	City/Town				Postal Code	
Telephone:	Home			Cell		
	Work					
Email address:						

Instructions for completing this Career Profile and preparing your resume:

- Save this Career Profile in a MS Word or Adobe format only; if you do not have the MS Word software program, please use the Adobe version
- Please do not include additional information in the Career Profile unless the profile asks for more details
- Please answer 'yes' or 'no' to each question; please do not select both yes and no, or leave both blank
- Your resume should be based on your skills, experience and qualifications compared to those listed in the job ad for this position
- You should include detailed information in your resume for the questions where you answered 'yes'
- Include your current and past employer's names, and under each employer include job titles, dates you were in each position, and a summary of your experience for each position
- When a question asks for the number of years of experience, please only include a number; please do not include +, >, or < signs, or enter an approximate number of years

Education:

Do you possess a Master of Library Services degree? Yes No

If yes, name of the program:

If no, do you possess equivalent education? Yes No

Name of equivalent program:

Related Experience:

Do you have experience working in a public library setting? Yes No

If yes, how many years of experience:

If yes, do you have experience in the following areas:

Circulation? Yes No

Reference? Yes No

Reader's Advisory? Yes No

Genealogy? Yes No

Programming and Outreach? Yes No

Do you have experience training and assisting customers in using Library resources and technology? Yes No

Do you have experience training and assisting library staff in using Library resources and technology? Yes No

Do you have supervisory experience? Yes No

If yes, how many years of experience:

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Related Experience (continued):

Do you have strong project management skills? Yes No

Do you have experience working in a customer service environment? Yes No

If yes, do you have experience in the following areas:

Working in a team environment? Yes No

Assisting customers in a face-to-face environment? Yes No

Responding to telephone inquiries? Yes No

Handling complaints? Yes No

Computer Skills:

Do you have the ability to troubleshoot computer hardware and software? Yes No

Are you proficient in using Microsoft Office applications? Yes No

Are you proficient in using library databases? Yes No

Are you proficient in using library software applications? Yes No

Are you proficient in using integrated library systems (SirsiDynix Horizon)? Yes No

Because of the responsibilities of this position, there are the following physical requirements:

Do you have the ability to lift 11 to 16 kilograms (25 to 35 pounds)? Yes No

Because of the environment this position will be working in, the successful candidate will be required to furnish an original Police Information Search (criminal reference check) prior to commencement of employment.

Because this position may be required to travel, a valid Province of Ontario driver's license with a reliable motor vehicle is preferred.

Are you legally entitled to work in Canada? Yes No

I certify that the information contained in this application is true and complete, to my knowledge. I understand that a false statement may disqualify me from my employment or cause my dismissal. Yes No

Completed by: (print name)

Date completed:

Applicant information is collected under the authority of the Municipal Freedom of Information and Privacy legislation and will be used strictly for the purpose of candidate selection. The Municipality of Chatham-Kent is an equal opportunity employer. We thank all candidates in advance; however, only those candidates selected for an interview will be contacted.