



Bell Memorial Public Library  
Stephen Boggs, Director  
101 West Main St., P.O. Box 368  
Mentone, IN 46539-0368  
(574) 353-7234 voice, (574) 353-1307 fax  
[sboggs@bell.lib.in.us](mailto:sboggs@bell.lib.in.us)

## **PART-TIME JOBS AVAILABLE**

### **AT THE BELL MEMORIAL PUBLIC LIBRARY**

#### **Good for High School Students!**

We have a part-time Clerk position (15 hours/week +/-) now available at the Bell Memorial Public Library in Mentone, In.

Library Clerks do a small amount of many jobs around the Library such as answering the telephone, making photocopies, sending/receiving faxes, checking in/out Library materials, putting away and retrieving materials for Library Patrons.

Computer or Library experience is NOT required. Customer Service and Satisfaction is the Library's main goal and that is what we train our employees to deliver.

Please contact Stephen Boggs, Library Director, at (574) 353-7234 or via e-mail  
[sboggs@bell.lib.in.us](mailto:sboggs@bell.lib.in.us)

**Employment Application**

**Applicant Information**

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_  
*City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Date Available: \_\_\_\_\_ Social Security No. \_\_\_\_\_ Desired Salary \$ \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Are you a citizen of the United States?      YES    NO      If no, are you authorized to work in the U.S.?      YES    NO  
             

Have you ever worked for this company?      YES    NO      If yes, when? \_\_\_\_\_  
   

Your hours of availability, please write in below:

\_\_\_\_\_

**Education**

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

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate?      YES    NO      Diploma: \_\_\_\_\_  
   

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

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate?      YES    NO      Degree: \_\_\_\_\_  
   

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

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate?      YES    NO      Degree: \_\_\_\_\_  
   

**Continued on Next Page**

**References**

*Please list references:*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

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

**Previous Employment**

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Job Title: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Job Title: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

**Military Service**

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

**Disclaimer and Signature**

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_