Print Form

CITY OF CHULA VISTA

Human Resources

276 Fourth Avenue,Chula Vista, CA 91910
(619) 691-5096 I Job Hotline (619) 691-5095

Supplemental Application Form

Library Aide (Temporary/Hourly)

Recruitment Number: 06718105

INSTRUCTIONS: Before completing this application, read the job summary and requirements that are stated on the job announcement. If you do not meet these requirements, do not apply. The information contained in the employment and supplemental application will be used to determine your eligibility to compete, and will be evaluated in the recruitment process. Sections not applicable to your particular qualifications should be marked N/A or lined out to indicate that they have not been overlooked. Do not answer any questions with refer to resume. Please give clear, concise, complete and legible information.

Please print or type.

Name _____

Library Work Experience

Do you have experience (paid or unpaid/part time or full-time) working in a library?
If yes, please list the position(s) that provided you with this experience.

☐ Yes
☐ No

Position Title	Employer	Length of Experience

Please check the duties that you performed:

- ☐ Shelve books and materials
- ☐ Charge/discharge library materials
- ☐ Register library patrons
- ☐ Update patron records using computerized circulation system
- ☐ Unpack / pack deliveries of library materials
- ☐ Empty book drops
- ☐ Barcodes books
- ☐ Process book reservations
- ☐ Assist patrons/borrowers in the use of library facilities, resources, and materials

Customer Service Skills

Do you have experience dealing with the public in a customer service capacity?
If yes, please list the position(s) that provided you with this experience.

☐ Yes
☐ No

Position Title	Employer	Length of Experience

SUPPLEMENTAL APPLICATION
FORM LIBRARY AIDE (HOURLY)

Computer Skills

Describe your level of proficiency in computer software applications.
Please note that during the interview, you may be asked to elaborate on any stated knowledge/skills.

Applications	Level of Proficiency			
Word Processing	◯ No knowledge/ experience	◯ Beginner Has at least one year of experience using this program; or has completed a beginner course.	◯ Intermediate Has more than 1 to 3 years of experience using this program.	◯ Advanced Has more than 3 years of experience using this program
Internet	◯ No knowledge/ experience	◯ Beginner	◯ Intermediate	◯ Advanced
Spreadsheet	◯ No knowledge/ experience	◯ Beginner	◯ Intermediate	◯ Advanced
Other		◯ Beginner	◯ Intermediate	◯ Advanced

Working Conditions

Please note that Library Aides are required to work a variety of shifts including days, nights, weekends, and holidays.

Are you willing and able to work a variety of shifts including days and evenings? ☐ Yes ☐ No

Are you willing and able to work during weekends and holidays? ☐ Yes ☐ No

I swear or affirm that the information presented above is true and correct to the best of my knowledge. I understand that misleading or false information may result in my disqualification from the recruitment process and/or removal from the eligibility list.

Printed Name _____ Signature _____ Date _____