



Eldorado
Memorial Library

Employment Overview

An Equal Opportunity Employer

We are pleased that you are interested in working with Eldorado Memorial Library.

Here's what you can expect while working here.

Public libraries are the center of knowledge where people of all ages, backgrounds, and beliefs come together in discovery and awareness. Helping to make connections and community impact while working in a library can be one of the most interesting and satisfying jobs in the world! Many staff members have told us that they did not fully understand what library employees did behind the scenes and were surprised to find that library work is hard work and it can be fast paced and even strenuous at times.

What can I expect when serving the community at Eldorado Memorial Library?

Library work is more than reading books. It involves making sure that materials are available and easy for the patrons to find. It involves dusting, straightening, restocking and moving materials. Of course, this job may require that you are on your feet, lifting, and bending, as well as regular computer use.

We expect all patrons and staff members to be treated with dignity, respect, and a friendly attitude. We also expect staff members to be alert and interested in helping patrons, providing information, and helping with selections upon request.

Description of Positions at Eldorado Memorial Library

Library Aide - Assist library patrons in locating materials and information in a friendly and welcoming manner. Keep materials organized on shelves according to library procedures.

Library Clerk - Assist library patrons in the circulation and location of materials and information in a friendly and welcoming manner. Keep materials organized on shelves according to library procedures.

Assistant Library Director - Oversee day-to-day and weekly operations of Eldorado Memorial Library.

Library Director - Oversee operations of Eldorado Memorial Library.

Application Instructions

When applying for a position at Eldorado Memorial Library, provide a resume, cover letter, and your application.



Eldorado Memorial Library District

An Equal Opportunity Employer

EML Job Application

If a position at Eldorado Memorial Library interests you, we welcome you to complete the following application.

In order to be considered, please supplement this application with a cover letter, a resume, and references. Thank You!

Please print in black or blue ink

Date: _____

Last (print above)

First

Middle

Address (street, apt. #)

(____) _____

Phone: Home

City, State, Zip Code

(____) _____

Phone: Cell

Email Address

Driver's License # (include state)

Can you provide proof of eligibility to work in the U.S.? ☐ Yes ☐ No	List any other names under which you have been employed: _____	Are you at least 18 years of age? ☐ Yes ☐ No
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How did you learn about our library? ☐ Referral (Name: _____)

☐ Walk-in

☐ Online Listing

☐ Newspaper ad

☐ Other: _____

Have you ever applied to or worked in this library before? ☐ Yes ☐ No | If "yes," when: _____

Why would you like to work here? _____

Date available to start: _____

Indicate your **un**availability:



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Activities and Skills

List any activities and other information you feel would be of use in evaluation of your qualifications for the position that you seek (clubs, organizations). Do not list information revealing race, religion, color, national origin, sex, age or ancestry.

Please describe your knowledge and experience in using a computer. Please list any computer programs you have worked with:

Please describe additional skills, training, or abilities you would like to have considered when evaluating your qualifications:

In order to be considered, please supplement this application with a cover letter, a resume, and professional references. Thank You!



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APPLICANT AGREEMENT: RELEASE AND CERTIFICATION

Please read before signing.

I hereby certify the information provided in this application and attached documents is true, correct, and complete to the best of my knowledge. If hired, any misstatement or omission of fact on this application may result in my termination of employment without notice or benefits, regardless of how or when discovered.

I authorize the investigation of all statements and information contained in this application. If an employment relationship is established, I understand that employment with the Eldorado Memorial Public Library District is for no fixed period of time and if hired, I acknowledge that I have the right to terminate employment with or without advance notice for any reason or no reason at all at any time, and that the Eldorado Memorial Public Library District retains the same right.

I acknowledge that I have read the above statements and hereby grant permission to verify the information supplied on this application and related documents I have provided.

Signature: _____ Date: _____

Thank you for your interest in working with Eldorado Memorial Library!