

**Jackson-George Regional Library System
SUPPLEMENTAL APPLICATION
Library – LA I Youth Services**

Name of Applicant: _____ Date: _____

IMPORTANT NOTICE TO APPLICANTS: This supplemental application form must be completed and returned along with the 4-page application form by all applicants. Failure to return the application form and supplemental application may disqualify you from consideration for this position.

Verification of all information must be possible

Part 1:

Answer questions 1 through 6 below. These are minimum qualifications for this position. Every question must be answered "YES". If you cannot answer "YES" to these 6 questions, you do not qualify for this position.

1. AA degree or 60 semester hours of college credit.

Yes _____ No _____

2. Two (2) years paid full-time office or public contact work experience, with at least one year dealing with children and young people.

Yes _____ No _____

3. Knowledge of contemporary and classic children's literature.

Yes _____ No _____

4. Working knowledge of Microsoft Word or comparable software.

Yes _____ No _____

5. Ability to navigate the Internet.

Yes _____ No _____

6. Ability to place items in proper alphabetical and numerical sequence.

Yes _____ No _____

(MORE ON BACK)

Part II:

The questions in the following section are not necessary minimum qualifications. Unlike the Questions in Part I above, you do not have to answer "Yes" to all of these questions to qualify for the position. It should be noted, however, that those applicants answering "Yes" may be considered better qualified for the position. If you answer "YES" to any question, please describe your experience in the blanks that follow each statement.

1. Have you had paid library work experience?

Yes _____

No _____

2. Do you have experience in and knowledge of various types of public library services and equipment, i.e., overhead projectors, cash registers, etc.?

Yes _____

No _____

3. Do you have knowledge of and experience in using various types of public library resources, i.e., fiction, non-fiction, young adult, children's, videocassette, reference materials, large print?

Yes _____

No _____

End of Questionnaire