

City of Austin

Library Assistant I- Application Supplement

To All Job Applicants

Completion of this supplement is required as part of the City of Austin's employment process to accurately evaluate your qualifications and abilities for the position. Please answer **all** questions thoroughly - do not reference your resume in place of an answer.

Applicant Information

Name _____

1. Please describe your past customer service experience; include list of duties and number of years in each area.

2. Do you have any experience working in a library setting? If so, please describe in detail, including list of duties and number of years.

3. Please list the computer applications you are familiar with and describe your level of competency using each of them. Please be specific and describe your level of proficiency in each.

4. Are you comfortable with a schedule that includes night and weekend rotations? (Work calendars/schedules are set several weeks in advance).

5. This position often requires managing several tasks at once, such as answering the phone, checking materials in and out, assisting patrons, and scheduling computer time. How do you effectively handle multiple demands on your time?

6. Are you able to converse fluently in any language other than English? If so, please identify the language and describe your level of proficiency.

I certify that all the information I have provided on this supplement is correct and that I have not omitted any information. I understand that giving false information or omitting requested information may disqualify me from further consideration for employment or result in dismissal, if discovered later.

I authorize the City of Austin to verify this information to determine whether I am qualified for the position for which I am applying.

Applicant Name (Please print)

Signature

Date