

MT. LEBANON PUBLIC LIBRARY

TEEN STUDENT PAGE

APPLICATION

*The following is the job description of a
Mt. Lebanon Public Library Page.*

Pages are employed by the library to sort and shelve books.

Pages work a minimum of 8 hours per week. These hours usually include one four hour shift (either weeknight evening or Saturday) and two two hour shifts (after school or evening). The pages rotate working four hour Sunday shifts (1:00 to 5:00).

Before being assigned a place on the permanent schedule, you will receive 24 hours of training.

Please remember that you must be available every week to work your assigned hours or else you must obtain a substitute. For these reasons the library staff has found that teens who are involved in after school activities that require a lengthy commitment (i.e. sports, band, yearbook, etc.) have difficulty maintaining their responsibilities to the library.

The library is a busy place in this community. Since we are not able to employ a great number of people, everyone who is hired must be committed to working his or her 8 hours every week.

If you are able to accept the above listed conditions,
Please fill out the application on the attached form.

Keep this sheet for reference.

MT. LEBANON PUBLIC LIBRARY PAGE APPLICATION

Name _____ Date _____

Address _____ Birth date _____

Home phone _____ Cell phone _____

E-mail _____

School _____ Last grade completed _____

Do you have a work permit? _____

In what extracurricular or community activities do you participate? _____

Have you ever worked or volunteered in a library before? _____ If yes, please describe what you did. _____

Are you able to work a minimum of 8 hours per week throughout the year without interruption? _____ If not, please describe your conflicts.

Are you able to work evenings? _____ Weekends? _____

Will you have a transportation problem getting to work? _____

Do you know anyone who has worked or is currently working at the Mt. Lebanon Public Library? _____ If yes, please give their name(s.)

List three references by name, phone number, and relationship

1. _____

2. _____

3. _____

Why do you want to work at Mt Lebanon Public Library?

Signed _____ Date _____