



CITY OF LONG BEACH

DEPARTMENT OF LIBRARY SERVICES

101 Pacific Avenue | Long Beach, CA 90822 | (562) 570-7500 | FAX (562) 570-7408

EMPLOYMENT OPPORTUNITY Page, Non-Career

SALARY RANGE: \$9.265 per hour

THE POSITION: The Page is a non-career, unclassified position working for the City of Long Beach in the Department of Library Services. This position is not covered under the City's benefit program. Pages are eligible for the Trip Reduction Program which includes a bus pass to enable travel between home and work. Pages are scheduled as needed and work a maximum of 20 hours per week.

EXAMPLE OF DUTIES:

- Filing, sorting and shelving books and other library materials, alphabetically and numerically, using the Dewey Decimal and other filing systems;
- Checking shelves and other areas for proper filing of books and library materials;
- Dusting desks and book shelves and straightening chairs and tables;
- Delivering and returning mail, books and a wide variety of other library materials and equipment from one location to another;
- Packing and unpacking delivery bags, book cartons, housekeeping supplies and other materials;
- Moving furniture, displays and other items;
- Performing other related duties as required.

MINIMUM QUALIFICATIONS:

- Filing alphabetically and numerically using the Dewey Decimal and other filing systems;
- Dealing tactfully with the public and staff;
- Bending, stooping, stretching and lifting up to 40 pounds;
- Safely pushing and pulling book trucks;
- Standing for long periods of time;
- Working part-time and irregular schedules, including evenings and weekends;
- Working at any and all library locations;
- Reading and understanding the English language;
- Effectively communicating and following both verbal and written directions.

SELECTION PROCEDURES: Interested candidates should submit an application and the completed qualification test by **4:30 p.m. on Wednesday, April 8, 2015** in person at any Long Beach Public Library location. Interviews will be scheduled shortly thereafter.

AN EQUAL OPPORTUNITY EMPLOYER

The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. If a special accommodation is desired or if you would like to request this information in an alternative format, please call 48 hours prior to the interview at (562) 570-6110.



LONG BEACH PUBLIC LIBRARY
101 Pacific Avenue
Long Beach, CA 90822-1097
(562) 570-6457

NON-CAREER
APPLICATION FOR EMPLOYMENT

Fill out this application completely and accurately by reading and responding to all items. An incorrect or untrue statement may disqualify or remove you from employment.

1. Print title of job you are applying for: **Page, Non-Career**

2. Last Name First Name Initial Social Security No.

3. Address City State Zip Code

4. Phone No. 5. Email address

6. Have you ever worked for the City of Long Beach? If yes, position and title:

7. Department 8. Date 9. Name if Different

10. Driver's License No., Class, State & Exp. Date

10.a How did you hear about the Job?

Social Media

Library Website

City Website

Other:

11. **Education:** (Check most appropriate box)

Student (High School, College)

Graduated (High School, College)

12. College or University Attended

Major/Minor

Type of Degree Earned

13. Certificate of professional or vocational competence, licenses, membership in professional associations:

14. List any languages besides English you can speak and understand

15. The Immigration Reform and Control Act of 1986 requires all new employees to submit verification of identity and authorization to work in the United States at time of hire.

Minimum age limit is 18 (16 with either a work permit or a high school diploma or equivalent).

Each applicant selected for employment will be medically examined and fingerprinted at City expense.

If you have a disability which may require special testing arrangements, you must contact Library Administration at (562) 570-6457 prior to your scheduled examination.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

16. **EXPERIENCE:** Begin with your most recent job. List separately each position held even with the same employer. Include volunteer work. Resumes WILL NOT be accepted in place of a completed application.

From (month & year)	Title of your present or most recent position	Organization Name
To (month & year)	Duties performed	Number and Street City State
Total time: Yrs. Mo.		Employer's Business
Hours each week		Reason for leaving: <input type="checkbox"/> Still employed
Salary Per		Did you supervise? If yes, how many?
From (month & year)	Title of your present or most recent position	Organization Name
To (month & year)	Duties performed	Number and Street City State
Total time: Yrs. Mo.		Employer's Business
Hours each week		Reason for leaving: <input type="checkbox"/> Still employed
Salary Per		Did you supervise? If yes, how many?
From (month & year)	Title of your present or most recent position	Organization Name
To (month & year)	Duties performed	Number and Street City State
Total time: Yrs. Mo.		Employer's Business
Hours each week		Reason for leaving: <input type="checkbox"/> Still employed
Salary Per		Did you supervise? If yes, how many?
From (month & year)	Title of your present or most recent position	Organization Name
To (month & year)	Duties performed	Number and Street City State
Total time: Yrs. Mo.		Employer's Business
Hours each week		Reason for leaving: <input type="checkbox"/> Still employed
Salary Per		Did you supervise? If yes, how many?

Certificate of applicant: I certify that all statements on this application are true and complete. I understand that any false or incomplete information may subject me to disqualification from employment with the City of Long Beach.

Signature _____ Date _____

SPECIAL SKILLS AND SUBJECT SPECIALIZATION:

Typing WPM: _____ Others (list): _____
 Languages Spoken: _____ Read: _____

REFERENCES: Give names of three responsible persons, NOT relatives or friends, who know you. We prefer former employers, supervisors, or teachers.

Name	Address	City	Zip Code	Phone #	Occupation

Will you accept: Temporary _____ Part Time _____
 Are you available to work: Evenings _____ Saturdays? _____ Sundays? _____
 Do you possess a valid driver's license? _____ Number: _____

Please sign your name as you wish it to appear on all records:

I FIRST LEARNED OF THIS JOB OPENING THROUGH: (Check only one)

- _____ A friend or relative
- _____ The City of Long Beach Civil Service Department
- _____ A Neighborhood Facility Center bulletin board _____
 (please specify Center)
- _____ Personal contact with a library employee
- _____ An organization or group _____
 (please specify)
- _____ An advertisement in a newspaper or magazine _____
 (please specify)
- _____ Other means: _____
 (please specify)

CITY OF LONG BEACH – JOB APPLICANTS

In compliance with the Immigration Reform and Control Act of 1986, the City of Long Beach requires ALL newly hired employees to show proof of their legal right to work in the United States. At the time of hire, new employees must present original documentation (photocopies are not accepted) to establish both work authorization and identify. Documentation must be either:

A. A single document which establishes both employment authorization to work and the identity of the individual. Examples are:

- U. S. passport
- Certificate of U. S. citizenship
- Unexpired foreign passport with work authorization stamp
- Alien registration card

OR

A. One document evidencing authorization to work. Examples are:

- Social Security card (other than one that specifies that employment is unauthorized)
- U. S. birth certificate (original or certified copy)
- Unexpired re-entry permit
- Unexpired Refugee Travel document
- Certificate of Birth issued by State Department

AND

B. One document establishing identity. Examples are:

- Driver's license with photograph
- Other state-issued identification document found acceptable to the Attorney General.

New employees must also complete and sign an "Employment Eligibility Verification" form (I-9) attesting to their legal right to work and the genuineness of the documents presented. All job offers made by the City are contingent upon establishing proof of an individual's right to work in the United States.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

VOLUNTARY SELF-IDENTIFICATION

**CITY OF LONG BEACH
HUMAN RESOURCES AND AFFIRMATIVE ACTION DEPARTMENT**

The information requested is voluntary and will only be used to determine compliance with federal law. It will not affect consideration of your resume, which will be separated from this form and processed separately. Your voluntary cooperation will be appreciated.

NAME: _____ DATE _____
(Please print)

POSITION APPLIED FOR: _____ DEPARTMENT: _____
(Please print) (Please print)

AGE: 40 or older Other

HANDICAP: Yes No

If "yes", explain _____

SEX: Female Male

ETHNIC CATEGORY:

White Black Hispanic Asian or American Indian or Pacific Islander Alaskan Native

"WHITE": Includes all non-Hispanic or non-Black persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

"BLACK": includes all non-Hispanic persons having origins in any of the Black racial groups of Africa.

"HISPANIC": includes all persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin regardless of race.

"ASIAN OR PACIFIC ISLANDERS": includes all persons having origins in any of the original peoples of the Far East, Southeast Asian, the Pacific Islands, or the Indian subcontinent. This area includes China, Japan, Korea, Samoa, and the Philippine Islands.

"AMERICAN INDICAN OR ALASKAN NATIVE": includes all persons having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community recognition.

Page Applicant Quiz

Name _____

Date _____

CIRCLE the best answer:

1. What is the specific term used for books that are based on fact?
 - a. fiction
 - b. reference
 - c. picture books
 - d. non-fiction

2. What is the specific term used for stories that are made-up by authors?
 - a. picture books
 - b. literature
 - c. non-fiction
 - d. fiction

3. Non-fiction books are arranged on the shelf by:
 - a. Author, Title, Dewey number
 - b. Dewey number, Author, Title
 - c. Title, Dewey number, Author
 - d. Dewey number, Title, Author

4. Fiction books are arranged on the shelves alphabetically by:
 - a. Author, Title
 - b. Cover, Author, Title
 - c. Subject, Author, Title
 - d. Author, Subject, Title

5. The letters REF or R above the call number of a book indicate that the book is:
 - a. a recent book
 - b. a reference book
 - c. a refined edition
 - d. a referral from another book

6. In which section would you find the word "season":
 - a. sea – seashore
 - b. seasick – seasonal
 - c. seasoning – seat
 - d. seawall – section

7. To find the book *The Great Gatsby* by F. Scott Fitzgerald, look under:
 - a. Scott
 - b. Fitzgerald
 - c. F.
 - d. The

8. Choose the proper shelving order for each of the following sets of call numbers by circling which comes first in each set of numbers:
Example 153.7 or 157.3
 320.14 or 320.2
 720.4 or 720.04
 78.48 or 784.8
9. In alphabetic filing by last name then first name, the name filed last is:
- J. A. Gould
 - J. Allen Gould
 - J. B. Clinton
 - Jan Gold
10. What is the side of the book or the part you see when a book is on the shelf?
- Spine
 - Page
 - Cover
 - Edge
11. What would you do when shelving if there is very little room to place books?
- Continue to shelve books to the end of each shelf
 - Take books back to the workroom
 - Shift books to allow room at the end of each shelf
 - Tell your supervisor
12. What would you do when a patron asks a complicated research question?
- Stop and assist the patron with his question
 - Show the patron the computer
 - Explain that a librarian can assist and walk the patron to the information desk
 - Use your phone to Google the question
13. In alphabetic filing, the title filed first for author J.K. Rowling is:
- Harry Potter and the Half-Blood Prince
 - Harry Potter and the Chamber of Secrets
 - Harry Potter and the Sorcerer's Stone
 - Harry Potter and the Goblet of Fire
14. A patron wants to look up a book. What do you do?
- Tell him it is over there somewhere
 - Go get your supervisor
 - Refer him to the library computer catalog and information desk
 - Say I don't know
15. What would you do if the library is closing in 5 minutes and a patron with a stack of books is sitting at a table nearby?
- Continue my work
 - Get ready to leave for the day
 - Stand nearby with my cart waiting for the patron to leave
 - Remind the patron that the library is closing soon and could I take any of the books he was no longer needing