

Date Received: _____

Prince Albert Public Library Application Form

Last Name: _____ First Name: _____

Address: _____ City: _____ Province: _____

Postal Code: _____ Home Phone #: _____ Alternate Phone #: _____

Email: _____

Are you legally permitted to work in Canada? ☐ Yes ☐ No Referred by (optional): _____

Position applying for: _____ ☐ Full Time ☐ Part Time

Date available to start: _____

Indicate when you're available to be scheduled (specify a.m. or p.m.). Evening and weekend shifts are required for most positions.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
From							
To							

Education and Training

Name & Location of School	Years Attended	Did you Graduate?	Subjects Studied
High School			
University or College			
Other Training Courses			

Current/most recent employer: _____ Dates of employment: _____

Supervisor's name: _____ Phone #: _____

Your position and duties: _____

Previous employer: _____ Dates of employment: _____

Supervisor's name: _____ Phone #: _____

Your position and duties: _____

References (Preferably work-related)

Name	Occupation	Relationship	Phone Number

I certify that the facts contained in this application are true and complete to the best of my knowledge. I agree and understand that a false statement will disqualify me from employment or result in dismissal. I authorize Prince Albert Public Library to contact my references.

Signature: _____ Date: _____

How to Apply

Fill in the application form and return it with your resume attached:

- To the Circulation Desk
- By Fax: 306-763-3816
- By Mail:
125 12th Street East
Prince Albert, SK
S6V 1B7

Hours of Work

The Library is open 7 days of the week, including evenings, most of the year (closed Sundays between Victoria Day and Labour Day).

Most positions require some evening and weekend work.

Full-time—37.5 hours per week

Part-time—generally between 10-20 hours per week, including evenings and weekends

Questions? Email us at
jobs@princealbertlibrary.ca

Different Jobs at the Library

Page—Shelves and organizes books and other library materials, maintains neat shelves. This job can be physically demanding and is repetitive.

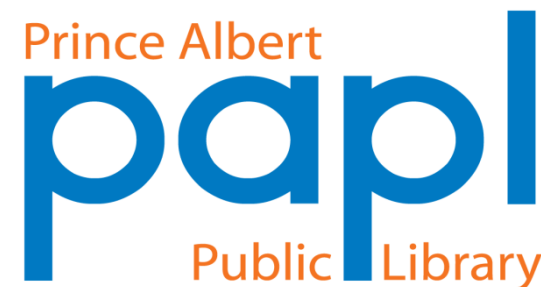
Circulation Assistant—Spends a lot of time working directly with the public, providing library services like checking books in and out. A grade 12 diploma or GED is required. This work can be physically demanding and repetitive.

Public Services Supervisor—Works with the public answering questions on the information desk or providing programs. Assists with collection development and other tasks, including some supervision of other staff. Two years post-secondary education or grade 12 and 5 years of experience in a library are required.

Library Technician—Catalogues materials, provides reference services, and other support services using skills developed during specialized education; the position also includes some staff supervision. A Library Technician Diploma is required.

Coordinator—Provides reference services, assists with collection development, programs, and other tasks depending on the position. This is a supervisory position. A Bachelor's level degree is required.

Librarian—Plans, develops, and coordinates library services, and also has a supervisory role. This position requires a Master's degree in Library Science from an accredited institution.



Application Form

Tel: 306-763-8496

Email:
jobs@princealbertlibrary.ca