

LIBRARY PAGE APPLICATION PACKET PROCESS

There are three steps to completing the Benicia Public Library Page application packet. Please make sure you correctly complete each step before returning your packet to the library.

Step 1: Fill out, sign, and date your application. A signature must be provided to make your application legal.

Step 2: Complete the test provided, making sure to answer all the questions to the best of your ability. You are expected to work independently and provide your own answers.

Step 3: Staple or paperclip all papers together and return to the library. The application process will not be complete until all parts of the packet are filled out.

Please remember that this is only a step in the application process. It does not guarantee you a job at the library.

APPLICATION FOR EMPLOYMENT

For H.R. use only



Please type or print in ink. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

RETURN your completed, signed, and dated application to:
 City of Benicia, Human Resources Department, 250 East L Street, Benicia, CA 94510

NOTE: This application must be completed thoroughly. Omissions on your part may result in delay or disqualification.

EMPLOYMENT APPLICATION FOR _____
 (List title of position for which you are applying)

PERSONAL INFORMATION

NAME: (Last, First, Middle)

ADDRESS: (Number, Street and Apartment No.)

City, State, Zip Code:

CA Driver's License No. VALID YES NO

TELEPHONE NUMBERS AT WHICH WE MAY CONTACT YOU

Home:

Work:

Cellular:

Pager/other:

Have you ever worked for the City of Benicia?

YES NO

If "Yes," when: _____ Position: _____

Do you have any relatives employed by the City?

YES NO

If "Yes," who: _____ Position: _____

Have you ever been convicted of a violation of the law? (felony or misdemeanor)

YES NO

If "Yes," please list nature and disposition of each conviction. **NOTE:** conviction is not an automatic bar to employment, however, an untrue answer is grounds for disqualification.

Are you physically able to perform the essential functions of the position?

YES NO

Have you served in the U.S. Military Service?

YES NO

If "Yes," please list dates of service _____

NOTE: If you wish to be considered for Veteran's Preference Points (for positions eligible for Veteran's Preference Points), you must submit a copy of your DD-214.

EDUCATION AND TRAINING

Highest grade completed: (circle, check or underline)

Name and location of High School:

Did you graduate High School?

High School College Graduate
 1 2 3 4 1 2 3 4 1 2 3 4 +

YES NO GED

Name and location of College,
 Business or Trade School

Dates
 FROM TO

Graduate?

Degree
 Received

Units
 Sem / Qtr

Major Subjects

YES NO
 YES NO
 YES NO

Describe any job-related skills, knowledge, special training, certificates or licenses you possess as they support your application for this position.

EXPERIENCE

*Begin with your present or most recent employment and list positions you have held during the past 10 years. Please list additional positions held prior to ten years if applicable to the position you are applying for. **DO NOT** indicate "See Resume." A resume may be attached for further information, but will not substitute for the completion of this section. Attach additional sheets as necessary.*

From: (M/YR)	To: (M/YR)	Job Title:	Hours per week:	Supervisor:
Duties:			Employer: (also list address & phone #)	
Reason for Leaving:			Final Salary:	
From: (M/YR)	To: (M/YR)	Job Title:	Hours per week:	Supervisor:
Duties:			Employer: (also list address & phone #)	
Reason for Leaving:			Final Salary:	
From: (M/YR)	To: (M/YR)	Job Title:	Hours per week:	Supervisor:
Duties:			Employer: (also list address & phone #)	
Reason for Leaving:			Final Salary:	
From: (M/YR)	To: (M/YR)	Job Title:	Hours per week:	Supervisor:
Duties:			Employer: (also list address & phone #)	
Reason for Leaving:			Final Salary:	
From: (M/YR)	To: (M/YR)	Job Title:	Hours per week:	Supervisor:
Duties:			Employer: (also list address & phone #)	
Reason for Leaving:			Final Salary:	

JOB SURVEY

In order to further expand our recruitment efforts, we would appreciate you answering the following question:
Where did you hear about this job opening?

<input type="checkbox"/> Local newspaper (list which one) _____ <input type="checkbox"/> Benicia job hotline _____ <input type="checkbox"/> Job's Available Publication _____	<input type="checkbox"/> California Job Journal Publication _____ <input type="checkbox"/> Other Trade Publication (list which one) _____ <input type="checkbox"/> City of Benicia Website _____	<input type="checkbox"/> Other website (list which one) _____ <input type="checkbox"/> Friend/Relative _____ <input type="checkbox"/> Other (Please list) _____
---	--	---

CERTIFICATION – PLEASE READ BEFORE SIGNING

I hereby certify that all statements made on or in connection with this application are complete and true to the best of my knowledge. I understand and agree that any misstatements or omissions of material facts may cause forfeiture of my eligibility for employment by the City of Benicia. I further agree to be fingerprinted, to submit to a medical examination by a City physician and to furnish proof of age, education, and legal right to work in the United States, as may be directed as conditions of employment.

Date: _____ Signature: _____

**LIBRARY PAGE EXAMINATION
BENICIA PUBLIC LIBRARY**

Please read the exam pages carefully.

You may use pencil and scratch paper.

You may NOT use a calculator.

The test is limited to 30 minutes.

Pencils and scratch papers must be turned in with your copy of the Exam.

Good luck to all candidates.

Name: _____
(Please print your name)

Fiction

Please arrange the following in alphabetical order by author. Use the number to the left of the author. DO NOT write the name out.

Please Note: Disregard the words "a", "an" or "the" when they appear as the first word of the title.

- | | | |
|-----|---------------------|------------------------|
| 1. | Bradford, Barbara | Rememberance |
| 2. | Godard, Robert | Debt of Dishonor |
| 3. | Laker, Rosalind | Circle of Pearls |
| 4. | Smith, Wilbur | A Time to Die |
| 5. | Bradley, John | Love and Obits |
| 6. | Herman, Richard J | Call to Duty |
| 7. | Godard, Robert | Into the Blue |
| 8. | Lewis, Sinclair | Main Street |
| 9. | Laker, Rosalind | Golden Tulip |
| 10. | Mason, Robert | Weapons |
| 11. | Smith, Wilbur | River Gold |
| 12. | Sinclair, Upton | The Jungle |
| 13. | Bradford, Barbara | Hold the Dream |
| 14. | Molloy, Tom | The Vandal |
| 15. | Smith, Wilbur | Golden Fox |
| 16. | Hays, Wilma Pitcher | Pilgrims to the Rescue |
| 17. | Powell, Lawrence | The Blue Train |
| 18. | Willard, Barbara | The Miller's Boy |
| 19. | Hansen, Harry J. | Wild Oats in Eden |
| 20. | Bauer, Steven | Satyrday, a Fable |

- | | | | |
|----------|-----------|-----------|-----------|
| 1. _____ | 6. _____ | 11. _____ | 16. _____ |
| 2. _____ | 7. _____ | 12. _____ | 17. _____ |
| 3. _____ | 8. _____ | 13. _____ | 18. _____ |
| 4. _____ | 9. _____ | 14. _____ | 19. _____ |
| 5. _____ | 10. _____ | 15. _____ | 20. _____ |

Fiction

Arrange the following in alphabetical order by author. Use the number to the left of the author. DO NOT write the name out.

Please Note: Disregard the words "a", "an" or "the" when they appear as the first word of the title.

- | | | |
|-----|----------------------|------------------------------|
| 1. | Miller, Nathan | Roosevelt Chronicles |
| 2. | Miller, Alice | For Your Own Good |
| 3. | Millar, George Reid | The Bruneval Raid |
| 4. | Miller, Christina G. | Jungle Rescue |
| 5. | Miller, Keith | Please Love Me |
| 6. | Muller, Gerda | Circle of Seasons |
| 7. | Miller, Edna | Mousekin de Viaje |
| 8. | Miller, Charles | Khyber |
| 9. | Miller, Edna | Mousekin's Woodland Sleepers |
| 10. | Millar, Margaret | How Like an Angel |
| 11. | Millar, Margaret | The Invisible Worm |
| 12. | Miller, Dallas | Passage West |
| 13. | Miller, Edna | Mousekin's Golden House |
| 14. | Muller, Marcia | Both Ends of the Night |
| 15. | Muller, Marcia | While Other People Sleep |
| 16. | Miller, Merle | Lyndon, a biography |
| 17. | Muller, Melissa | Anne Frank |
| 18. | Miller, Teresa | Remnants of Glory |
| 19. | Miller, Jean M. | When Apples Ain't Enough |
| 20. | Miller, Russell | The East Indiamen |

- | | | | |
|----------|-----------|-----------|-----------|
| 1. _____ | 6. _____ | 11. _____ | 16. _____ |
| 2. _____ | 7. _____ | 12. _____ | 17. _____ |
| 3. _____ | 8. _____ | 13. _____ | 18. _____ |
| 4. _____ | 9. _____ | 14. _____ | 19. _____ |
| 5. _____ | 10. _____ | 15. _____ | 20. _____ |

Non-Fiction

Arrange in correct number order. Please arrange the following non-fiction in call number order. Use the numbers to the left of the call number. DO NOT write the words out.

Please Note: Disregard the words "a", "an" or "the" when they appear as the first word of the title.

1.	027.62	Sierra	Twice Upon a Time
2.	362.29	Brown	Safe Passage
3.	322.1	Fitch	Dictionary of Banking
4.	133.91	Bach	Lifecycles
5.	978.1	Brown	Wonderous Times
6.	745.594	Lloyd	Enchanted Circle
7.	822	Eliot	The Family Reunion
8.	133.9013	Brink	Saved by the Light
9.	745.592	Long	Making Puppets
10.	158.1	Covey	First Things First
11.	322.024	Skousen	Scrooge Investing
12.	745.5	Owen	Paper Crafts
13.	978	Brown	The American West
14.	158.1	Beattie	Getting Past No
15.	812	Miller	The Crucible
16.	745.1	Kovel	Antiques and Collectibles
17.	929.2	Grafton	The Sisters
18.	745.1068	Kovel	Guide to Antiques
19.	060.4	Riddick	Rules of Procedure
20.	796.51	Wood	Day Hiker

- | | | | |
|----------|-----------|-----------|-----------|
| 1. _____ | 6. _____ | 11. _____ | 16. _____ |
| 2. _____ | 7. _____ | 12. _____ | 17. _____ |
| 3. _____ | 8. _____ | 13. _____ | 18. _____ |
| 4. _____ | 9. _____ | 14. _____ | 19. _____ |
| 5. _____ | 10. _____ | 15. _____ | 20. _____ |

1. Find the sum of $19 + 2$
2. Subtract 13 from 72.
3. $86 - 57 =$
4. Multiply 1007 by 3
5. Divide 63 by 9.
6. How many times does 6 go into 3606.

7.
$$\begin{array}{r} 4321 \\ +687 \\ \hline \end{array}$$

8.
$$\begin{array}{r} 447 \\ -52 \\ \hline \end{array}$$

9.
$$\begin{array}{r} 1009 \\ \times 15 \\ \hline \end{array}$$