



SUPPLEMENTAL QUESTIONNAIRE

Public Services Assistant – Everson & Sumas Libraries

NAME: _____

This supplemental questionnaire must be completed in addition to the WCLS Employment Application.

1. Current Work Schedule

Average of sixteen (16) regular weekly hours, plus additional unscheduled hours up to a total of 1,222 hours annually, to substitute for absent staff at all WCLS libraries, including evening and weekend hours. Regular weekly schedule will be Mondays at Everson 9:30 am – 6:00 pm; and Saturdays at Sumas 9:45 am – 5:15 pm. *Successful candidates may be required to adapt to future schedule and/or worksite changes depending on library needs.*

Are you available to work the current work schedule for this position?

Yes No

2. Availability: Please circle all the additional days and time periods that you would be available to work, if needed (shaded periods indicate time periods that include the regular schedule).

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning	Morning	Morning	Morning	Morning	Morning	Morning
Afternoon	Afternoon	Afternoon	Afternoon	Afternoon	Afternoon	Afternoon
Evening	Evening	Evening	Evening			

3. Are you able to regularly lift objects or materials weighing up to 40 pounds, with or without accommodation? Yes No

4. Do you have experience working in a public library, either as a paid employee or a volunteer?

Yes No

If yes, please describe:

5. Do you have experience filing or sorting alphabetically or numerically? Yes No

If yes, please describe:

6. Do you have experience performing tasks with speed and accuracy? Yes No
If yes, please describe:

I certify that all information given by me is true, correct and complete:

Printed Name

Signature

___/___/___
Date