Application for Employment as Library Director

Withee Public Library

511 Division St., Box 147
Withee, WI 54498
715-229-2010

Name : _____

Address : _____

_____

Phone : _____ E-mail : _____

Why are you interested in this position?

List high school and year graduated

List additional credits you have and from what higher education facility?

Other training after high school or work experience?

Are you willing to take the Wisconsin Library Home Study or ETN course? YES or NO

List Computer experience:

List Internet experience:

What was the last book or material you read?

What experience have you had –

***Writing News Articles**

***Taking minutes at a meeting?**

***Budgeting?**

***Being in charge of activities?**

***Writing grants?**

***Working with children, teens, adults?**

What do you know about the Withee Public Library?

Why do you feel we should hire you as a Librarian?

If your application is considered favorably, on what date will you be available to work?

Routine attendance is required.
Are there any days of the week you cannot work?

Is there anything that you know of at this time, if hired, that would prevent you from performing your job responsibilities on a regular basis for the next 3-5 years?

Have you ever been convicted of a felony criminal offense? Yes No.
Do you have any charges pending against you? Yes No
Would you allow us to do a background check? Yes No

If hired, you must furnish a copy of your valid Driver's License and Social Security card.

I certify that the answers and information given are true and correct. If I am hired, I understand that false or misleading information given in my application or interview is grounds for discharge from employment.

_____ _____
sign here date

Please submit a cover letter, resume and 3 letters of reference (non-relatives) with this application by Sept. 15th, 2026 to the library desk in a sealed envelope. Applications submitted by this date will be given preference till the job is filled.

To : Withee Public Library Board of Trustees
PO Box 147
Withee, WI 54498

If you have questions contact : Louise Olszewski 715-229-2798