

# Simsbury Public Library Teen Job Center • Business Application

725 Hopmeadow Street, Simsbury, CT 06070 • 860-658-7663 • www.simsburylibrary.info

Teen Services Librarian, Sara Ray • ext 2118 • sarar@simsburylibrary.info



Please print clearly and complete both sides of the form.

Business Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Contact Person's Name: \_\_\_\_\_ Position: \_\_\_\_\_

Business Address: \_\_\_\_\_

Number Street City/Town State Zip

Business Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

Do you require employees to be 18 years old or older? Yes Or No: \_\_\_\_\_

At what age do you hire employees? \_\_\_\_\_

Do you require working papers? Yes Or No: \_\_\_\_\_

Do you require a Connecticut Driver's License? Yes Or No: \_\_\_\_\_

What type of positions are you looking to fill? Paid Employment, Paid Internship, Unpaid Internship, Work Study: \_\_\_\_\_

Offering Employment. Year-Round/Summer/School Year: \_\_\_\_\_

**Positions Available:** Please provide information about the positions you have available and times needed.

**Position 1 Title:** \_\_\_\_\_

Start Date: \_\_\_\_\_ Application Deadline: \_\_\_\_\_

Duties: \_\_\_\_\_

Skills required: \_\_\_\_\_

Skills preferred: \_\_\_\_\_

	MON	TUE	WED	THU	FRI	SAT	SUN
From							
To							

# Simsbury Public Library Teen Job Center Business Application

**Position 2 Title:** \_\_\_\_\_

Start Date: \_\_\_\_\_ Application Deadline: \_\_\_\_\_

Duties: \_\_\_\_\_

Skills required: \_\_\_\_\_

Skills preferred: \_\_\_\_\_

	MON	TUE	WED	THU	FRI	SAT	SUN
From							
To							

**Position 3 Title:** \_\_\_\_\_

Start Date: \_\_\_\_\_ Application Deadline: \_\_\_\_\_

Duties: \_\_\_\_\_

Skills required: \_\_\_\_\_

Skills preferred: \_\_\_\_\_

	MON	TUE	WED	THU	FRI	SAT	SUN
From							
To							

Additional information you would like to provide:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## FOR LIBRARY USE ONLY

Position Filled: \_\_\_\_\_ Teen: \_\_\_\_\_

Position Filled: \_\_\_\_\_ Teen: \_\_\_\_\_

Position Filled: \_\_\_\_\_ Teen: \_\_\_\_\_

Notes: \_\_\_\_\_