



HARTFORD PUBLIC LIBRARY

TEEN LEADER APPLICATION (Part 1) DUE JUNE 3, 2013, 5:00 p.m.

Teen leaders assist librarians with Homework Clubs and other programs for children, and work on information projects. Applicants must be Hartford residents currently enrolled in school. Applicants must be ages 15-17, have a grade point average of 2.9 or above, have good academic standing, and pass a drug and background check.

Please attach a copy of your latest grade report/transcript to this paperwork. Submit package to Hartford Public Library, 500 Main St., Hartford, CT 06103, or your local Hartford Public Library branch.

There are two (2) parts to this form, and both must be submitted for your application to be complete.

Name: _____ Date: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone # (home): _____ (cell): _____

Email Address: _____

Emergency Contact (name): _____ Relationship: _____

Telephone # (home): _____ (cell): _____

Are you a Hartford resident? _____ Are you legally able to work in the United States? _____

Parent/Guardian Name: _____

Parent/Guardian Email Address: _____

Name of School: _____ Year/Grade _____

What days and hours are you available to work? (place an X in the appropriate boxes)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning 9-1							
Afternoon 1-5							
Evening 5-8							

At what locations do you prefer to work?

Downtown Albany Barbour Blue Hills Camp Field Dwight Goodwin Mark Twain Park Ropkins

Please rate your top 3: 1. _____ 2. _____ 3. _____

Are you able to work up to 20 hours per week, during daytime library hours? _____

Will you be doing any after-school activities this year? If so, what and when: _____

Do you speak, read, or write any languages? _____

What are your hobbies and special interests? _____

List any computer skills: _____

List your volunteer experience or work experience:

Employer/Organization	Hours and duties

Why do you want to work at the library? Be specific. _____

Why do you think the library is important to the community? _____

Why is the library important to you and your neighborhood?

References: List 2 people outside your family. (Name, relationship and phone #)

1. _____

2. _____



**HARTFORD PUBLIC LIBRARY
CONFIDENTIAL SCHOOL RECOMMENDATION
FOR TEEN LEADER POSITION (PART 2)**

Dear Counselor or Teacher:

Each student who applies for a Teen Leader position must have a recommendation from school. We would appreciate your evaluation and comments to help us choose candidates who will best benefit from our program while serving our organization and the recipients of our services. This information will be kept confidential. Please return the completed form to me at the address below at your earliest convenience by mail, fax, or by placing in a sealed envelope, signing across the flap, and returning to the student. You may also email me the pertinent information. Thank you for your assistance.

Lisa A. McClure
Youth and Family Services Director
Hartford Public Library
500 Main St., Hartford, CT 06103
Phone: (860)695-6328 Fax: 860-722-6897
lmclure@hplct.org

CONFIDENTIAL RECOMMENDATION FOR TEEN LEADER POSITION

Student's Name: _____ Grade Level: _____

School: _____ Branch Library Applied: _____

Please place an X in the appropriate box:

Skills	Excellent	Good	Average	Below Average	Poor
Attendance					
Scholastic Record					
Dependability					
Courtesy					
Willingness to Help					
Initiative					

Comments: _____

Teacher/Counselor Printed Name _____

Teacher/Counselor Signature _____ Date _____