

North County Resources Center
1040 Emeline Street (P.O. Box 1320)
Santa Cruz, CA 95061
PHONE: 425-2280

JOB TRAINING PARTNERSHIP ACT

WORKSITE REQUEST

South County Resources Center
1150 Main Street
Watsonville, CA 95076
PHONE: 728-2086

AGENCY Santa Cruz Public Library

ADDRESS 224 Church Street

PHONE 429-3523

DEPARTMENT/DIVISION Central Branch--Tech. Services and Circulation

DEPARTMENT HEAD Branch Manager: Susan Elgin

ADDRESS WHERE JTPA PARTICIPANT WILL ACTUALLY WORK (Please use separate request for each location) Central Branch 224 Church St. Santa Cruz

IS AN INTERVIEW REQUIRED? ☒ YES ☐ NO. IF YES, PERSON TO CONTACT FOR INTERVIEW Susan Elgin PHONE 429-3523

TYPE OF AGENCY: PUBLIC ☒ PRIVATE NON-PROFIT ☐ OTHER _____ STATE EXEMPTION NO. _____

CAN THE WORKSITE ACCOMMODATE YOUTH THAT ARE EDUCATIONALLY HANDICAPPED? ☒ YES ☐ NO; PHYSICALLY HANDICAPPED? ☒ YES ☐ NO; LIMITED ENGLISH? ☐ YES ☒ NO

T.B. TEST REQUIRED? ☐ YES ☒ NO ANY HAZARDOUS DUTIES OR EQUIPMENT ASSOCIATED WITH POSITION? ☐ YES ☒ NO. LIST: _____

JOB TITLE (i.e., clerical aide, lab aide)	NUMBER OF JOBS REQUESTED	DESCRIPTION OF DUTIES AND RESPONSIBILITIES	SKILLS REQUIRED OF APPLICANT	TRAINING TO BE PROVIDED BY YOUR AGENCY	WORK SCHEDULE/HRS	IMMEDIATE SUPERVISOR & PHONE NO.
Library Aide	2	Shelve books Shelf read Search shelves Mend damaged books Cover new books Label picture books with JE Type labels for fiction books Various filing/alphabetizing projects	Maturity to report to work on time, to follow through on tasks, to request days off in advance, and to report illness early in the day. Must know the alphabet and be able to file alphabetically and numerically. Ability to type highly desirable.	Will train in library procedures, filing rules, and shelving rules Will train to cover new books and assist in the mending of damaged materials	start date 6/20/85 end date 8/21/85 *Indicate pro- posed dates if different than above	Tim Bell 429-3520 IF IMMEDIATE SUPERVISOR CHANGES, JTPA OFFICE MUST BE NOTIFIED Alternate supervisor & phone number: Suzanne Rains 429-3524
	TOTAL # THIS WORKSITE 2					

HOW MUCH TIME WILL THE SUPERVISOR BE ABLE TO SPEND - PER DAY - WITH THE PARTICIPANT? One hour or more, will always be working under supervisor

DO YOU ANTICIPATE ANY CHANGES IN SUPERVISION THROUGHOUT THE PROGRAM? no

IS THIS WORKSITE ACCESSIBLE TO PUBLIC TRANSPORTATION? yes

WILL TRAVEL/TRANSPORTING OF PARTICIPANTS BE NECESSARY AT WORK? ☐ YES ☒ NO

SIGNATURE Susan G. Elgin

DATE: 7/27/85