

**HAMERSLY LIBRARY
STUDENT EMPLOYEE APPLICATION**

Return your completed application to the Library Administrative Services office, HL 206
OR to the Hamersly Library Reference-Information Desk AFTER 5 pm

TERM APPLYING FOR (circle one) **Fall** **Winter** **Spring** **Summer** APPLICATION DATE _____

NAME _____ E-MAIL _____

LAST FIRST MI

LOCAL ADDRESS _____ HOME ADDRESS _____

LOCAL PHONE _____ HOME PHONE _____

CLASS STANDING (circle one) Freshman Sophomore Junior Senior EXPECTED GRADUATION DATE _____

WHAT IS YOUR MAJOR? _____ MINOR? _____ G.P.A.? (optional) _____

DO YOU HAVE ANOTHER JOB ON CAMPUS? Yes No WHERE? _____ HOURS/WEEK _____

DO YOU HAVE A WORK STUDY AWARD FOR THIS YEAR? Yes No AMOUNT: \$ _____

ARE YOU WILLING TO WORK WEEKENDS? Yes No ALTERNATE WEEKENDS? Yes No
EVENINGS? Yes No HOLIDAYS? Yes No

AREAS WHERE YOU PREFER TO WORK Administrative Svcs Collection Development Public Services
 Archives & Exhibits Instruction & Outreach Technical Services

HOW MANY HOURS PER WEEK DO YOU PREFER TO WORK? _____

DO YOU HAVE OTHER COMMITMENTS WHICH MAY IMPACT YOUR WORK SCHEDULE? _____

Code your schedule with: **W** = Available to work **C** = Class time **X** = Not available to work
Enter a code for each day/hour. LMS is CLOSED on blacked-out days and hours.

	7-8	8-9	9-10	10-11	11-12	12-1	1-2	2-3	3-4	4-5	5-6	6-7	7-8	8-9	9-10	10-11	11-12
Mon																	
Tues																	
Wed																	
Thurs																	
Fri																	
Sat																	
Sun																	

COMPUTER SKILLS(check boxes to indicate your experience)

WORD PROCESSING none received classroom instruction used on-the-job SOFTWARE Microsoft WORD OTHER _____
SPREADSHEETS none received classroom instruction used on-the-job SOFTWARE Microsoft EXCEL OTHER _____
DATABASES none received classroom instruction used on-the-job SOFTWARE Microsoft ACCESS OTHER _____
WEB-BASED SOFTWARE none received classroom instruction used on-the-job SOFTWARE DREAMWEAVER OTHER _____
OTHER SOFTWARE: none received classroom instruction used on-the-job SOFTWARE _____
CASH HANDLING none received classroom instruction used on-the-job

**PLEASE ATTACH A RESUME WITH WORK/VOLUNTEER EXPERIENCE
AND THREE WORK/VOLUNTEER REFERENCES TO THIS APPLICATION.**