

**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  Administration  Instruction & Outreach  Public Services  Exhibits  
 Archives  Collection Development  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.**