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 (select one)   **Fall**   **Winter**   **Spring**   **Summer**   APPLICATION DATE_____

NAME_____   E-MAIL_____
  LAST   FIRST   MI

LOCAL ADDRESS_____   HOME ADDRESS_____

_____   _____

LOCAL PHONE_____   HOME PHONE_____

CLASS STANDING (select 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   □ Archives & Exhibits   □ Collection Development
□ Public Services   □ Technical Services   □ Digital Media Center

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. Library 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 in the selected area, as well as the software programs you've used)

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.