

# HAMERSLY LIBRARY STUDENT EMPLOYEE APPLICATION

Return your completed application to the Library Administrative Services office, HL 206 OR to the Hamersly Library Information/Reference 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 (select one): Freshman  Sophomore  Junior  Senior  Graduate  EXPECTED GRADUATION YEAR: \_\_\_\_\_

MAJOR: \_\_\_\_\_ MINOR(S): \_\_\_\_\_

DO YOU HAVE ANOTHER JOB ON CAMPUS?  YES  NO WHERE? \_\_\_\_\_ HOURS/WEEK: \_\_\_\_\_

DO YOU HAVE A FEDERAL WORK STUDY AWARD THIS YEAR?  YES  NO AMOUNT: \_\_\_\_\_

ARE YOU WILLING TO WORK: WEEKENDS?  YES  NO ALTERNATE WEEKENDS?  YES  NO

DEPARTMENTS YOU PREFER TO WORK:  Administration  Archives  Collection Development \ Technical Services  
(mark all that apply)

Access & Research / Public Services  Academic Innovation

HOW MANY HOURS PER WEEK DO YOU PREFER TO WORK? \_\_\_\_\_ (Campus limit is 20; up to 30 if approved)

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

**Please code your availability schedule with: W = Available to work C = Class X = Unavailable**

Enter a code for each day/hour. The library is CLOSED on blacked-out slots. Library may not be open all hours listed below.

	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																

**SOFTWARE SKILLS** (check boxes to indicate your experience with the selected software categories, as well as programs you've used)

Word Processing:  None  Classroom Instruction  Used Professionally Software Name(s): \_\_\_\_\_

Spreadsheets:  None  Classroom Instruction  Used Professionally Software Name(s): \_\_\_\_\_

Library Databases:  None  Classroom Instruction  Used Professionally Software Name(s): \_\_\_\_\_

Audio/Video Editing:  None  Classroom Instruction  Used Professionally Software Name(s): \_\_\_\_\_

Graphic Design:  None  Classroom Instruction  Used Professionally Software Name(s): \_\_\_\_\_

Web Design:  None  Classroom Instruction  Used Professionally Software Name(s): \_\_\_\_\_

Other Software:  Classroom Instruction  Used Professionally Software Name(s): \_\_\_\_\_

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**PLEASE ATTACH A RESUME WITH WORK/VOLUNTEER EXPERIENCE & 3 WORK/VOLUNTEER REFERENCES**

At Western Oregon University (WOU), no qualified person shall, solely by reason of disability, be denied access to, participation in, or the benefits of, any program or activity operated by the University. If requested, WOU will provide reasonable accommodation to applicants in order to provide access to the application, interviewing, and selection process. You are not required to note the presence of a disability on your application. If you require reasonable accommodation in the application and/or interview process due to disability, requests must be made in a timely manner. Please contact Human Resources at (503)838-8490.