U. Grant Miller Library Employment Application

Please fill out completely.

Financial Aid hours granted: _____ Student ID No._____

Name: _____ Class: (freshman, sophomore, etc.) _____

Home Address: Street: _____ City: _____ State: ____ Zip: _____

Person to notify in case of emergency: _____ Phone: _____

Student Cell phone: _____ Student Email: _____

Public Services: Work at Circulation Desk with patrons, checking in/out items, shelving books and other items. Must be friendly, helpful, and reliable; enjoy working with people, also willing to help patrons with computer problems and with using library resources. Other duties as assigned.

Please list date when you can begin working: _____

Computer Experience: ____ Word ____ Excel ____ Power point ____ Scanning software
____ Photo Editor/Photoshop ____Mac applications (iWork, etc.)

Previous work or volunteer experience:

_____

_____

Why do you want to work in the library?_____

Please list activities that may conflict with work: (sports/other jobs/going home on weekends)

_____

Please list your class schedule:

Name of Class **Day** **Time**

_____

_____

_____

_____

Please fill in any times that you are available to work this semester. Each shift should be a minimum of two (2) hours. Mark available times with an X.

	8-9 am	9-10	10-11	11-12	12-1 pm	1-2	2-3	3-4	4-5	5-6	6-7	7-8	8-9	9-10	**10p-2am** This shift cannot be split. Must work all four hours.
Monday															
Tuesday															
Wednesday															
Thursday															
Friday														closed	
Saturday	closed										closed				
Sunday	closed														