

# Student Employment Application



## PERSONAL INFORMATION:

Date of Application: \_\_\_\_\_

Name: \_\_\_\_\_

Last

First

Middle Initial

Local Address: \_\_\_\_\_

Street

Apt

City, State

Zip Code

Permanent Address: \_\_\_\_\_

Street

Apt

City, State

Zip Code

Contact Information: \_\_\_\_\_

Preferred Phone

E-mail Address

Year in School: \_\_\_\_\_ Graduation Date: \_\_\_\_\_ GPA: \_\_\_\_\_  
(FR, SO, JR, SR) (ex: Spring 2017)

Are you receiving Work Study?

If yes, list allocation: \_\_\_\_\_

**POSITION OF INTEREST:** Check the position(s) that you are interested in. Descriptions on next page.

Archives    Circulation    Government Docs    Public Relations    Systems & Automation    Technical Services

Applying for semester(s): Fall  Spring  Summer  Available Start Date: \_\_\_\_\_

Starting Hourly Pay: \$7.25    Are you currently employed?

Have you been employed at UW-Whitewater?    Department: \_\_\_\_\_

Available to Work: Mornings  Afternoons  Evenings  Late Nights  Weekends

Why do you want to work in the Library, and have you had any library experience? List any skills that contribute to your abilities to perform duties. (Answer below or attach a separate document)

**PREVIOUS EMPLOYMENT:** Please list your last 3 employers, beginning with the most recent.

Employer Name	Dates Employed	Reason(s) for Leaving

(over)

**AVAILABILITY:** Please mark times that you are **available** to work for the upcoming semester with an “X” in each box. Applications will remain on file for one semester. A new application will need to be submitted for future semesters.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8am-9am							
9am-10am							
10am-11am							
11am-12pm							
12pm-1pm							
1pm-2pm							
2pm-3pm							
3pm-4pm							
4pm-5pm							
5pm-6pm							
6pm-7pm							
7pm-8pm							
8pm-9pm							
9pm-10pm							
10pm-11pm							
11pm-12am							
12am-1am							
1am-2am							

**POSITION DESCRIPTIONS:**

**Archives:** An office position performing inventory, research, data entry, shredding confidential materials, assisting patrons, copying, scanning and other projects. Daytime hours only.

**Circulation:** A public service position that includes assisting patrons at the Circulation Desk, shelving, inventory, shelf reading, and other projects as assigned. Hours available 8am-2am.

**Government Documents:** An office position processing incoming government documents, typing catalog entries, and shelving documents. Attention to detail and good typing/handwriting skills are necessary. Daytime hours only.

**Public Relations:** A position assisting with promotion of library events and materials, and Circulation tasks when needed. Extra consideration given to students studying graphic design, PR or related field. Daytime hours only.

**Systems & Automation:** A position responsible for maintenance of library workstations, troubleshooting of hardware and software, and other duties as assigned. Daytime and evening hours.

**Technical Services:** A quiet office position for Cataloging , Periodicals and Acquisitions that processes materials for our library collection. Attention to detail is a must. Daytime hours only.

<p>Andersen Library Circulation Desk          UW-Whitewater          800 West Main Street, P.O. Box 900          Whitewater, WI 53190-0900</p>	<p>(262)472-5511          circdesk@uww.edu</p>
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