BUSINESS/SPEA LIBRARY
Application for Workstudy/Hourly Employment

PLEASE PRINT LEGIBLY.

Name ___________________________ Student I.D. Number ________________

Do you have workstudy?  Yes ___  No ___  If yes, what amount? ____________

Local Address: _______________________________________________________

Home Address: _______________________________________________________

Local Phone No.: _______________ Home Phone No.: _______________

E-mail Address: _______________________________________________________

WORK EXPERIENCE:

Employer’s Name: ___________________ Dates: ________ Duties: ______________

_________________________________________ ___________ _________________

_________________________________________ ___________ _________________

_________________________________________ ___________ _________________

Do you have previous library experience?  Yes ___  No ___
If yes, where did you work, and what were your duties?

What computer software and on-line programs are you familiar with?

Over to complete application.
Do you have other relevant experience, such as volunteer work, clubs, organizations?

Approximately how many hours per week are you available for work? __________

Please note your class schedule below:

Monday: ____________________________________________________________

Tuesday: __________________________________________________________

Wednesday: ________________________________________________________

Thursday: __________________________________________________________

Friday: ____________________________________________________________

Please list other times when you cannot work: ____________________________

__________________________________________________________

In case of accident, please notify:

Name  ____________________________________________________________

Address  __________________________________________________________

Phone  ___________________________  E-mail  ____________________________

In the event that I am employed by the Business/SPEA Library, I agree to comply with all of its rules and regulations. I hereby understand that it is against federal regulations for a workstudy student to work when scheduled to be in class.

APPLICANT’S SIGNATURE:  ____________________________

Date:  ____________________________