

HANNON LIBRARY

STUDENT WORKER APPLICATION



Complete and return your application to the Library Administration office.

Resumes are strongly encouraged. Attach to application.

EMPLOYMENT INFORMATION:

To be eligible to work in the library, you must be scheduled for at least 6 credit hours per student employment standards.

Date: _____

Name: _____ SOU Student ID#: _____
LAST FIRST MI

Local Address: _____ Phone #: _____

_____ Email Address: _____
CITY STATE ZIP

What is your major? _____ Expected graduation date: _____ GPA: _____

DO YOU HAVE WORK STUDY THIS YEAR? Yes No Amount awarded: _____

Federal Work-Study provides jobs for students with financial need according to the FAFSA information which is completed by the student.

DO YOU HAVE ANOTHER JOB ON CAMPUS? Yes No Department: _____ Hours/Week: _____

DO YOU CURRENTLY HAVE ANOTHER JOB? Yes No If yes, where? _____

DESCRIBE ANY WORK EXPERIENCE YOU HAVE, INCLUDING EXPERIENCE WITH SPECIFIC SOFTWARE:

WHY DO YOU WANT TO WORK IN THE LIBRARY? _____

HAVE YOU WORKED AT HANNON LIBRARY PREVIOUSLY? Yes No

CHECK THE AREAS OF WORK YOU ARE INTERESTED IN:

- | | | | |
|---|--|--|--|
| <input type="checkbox"/> Art & Design | <input type="checkbox"/> Clerical/Reception | <input type="checkbox"/> Customer Service | <input type="checkbox"/> Data Entry |
| <input type="checkbox"/> Event Organization | <input type="checkbox"/> Maintenance/Custodial | <input type="checkbox"/> Packing/Shipping | <input type="checkbox"/> Physical Labor |
| <input type="checkbox"/> Processing Materials | <input type="checkbox"/> Public Relations | <input type="checkbox"/> Research/Record Keeping | <input type="checkbox"/> Technical Support |

PLEASE PROVIDE YOUR AVAILABILITY FOR THE CURRENT/UPCOMING TERM:

TERM (circle one) *Fall / Winter / Spring / Summer* _____ # Credit hours this term: _____
 YEAR

Date you're available to start this term: _____ How many hours per week would you prefer to work? _____

I am willing to work: Mornings Days Evenings Nights Weekends

Days/hours AVAILABLE to work this term: (Different library departments are open during different hours)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Library Hours	1pm-11pm	8am-11pm	8am-11pm	8am-11pm	8am-11pm	8am-5pm	11am-5pm
Hours Available							

For upcoming terms, please update/resubmit updated class schedules each term. Applications are kept for one term; please check in on application process as needed.

LIST TWO REFERENCES:

Name	Relationship	Phone	Email
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Name	Relationship	Phone	Email
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ARE YOU AUTHORIZED TO WORK IN THE UNITED STATES (IRCA OF 1986)?

Yes Yes - *On campus only (International Students)* No

NOTE: SOU is required to verify your eligibility to work in the United States by completing the INS form I-9. If offered employment, you will be expected to provide this information, as required by law, within 3 days of beginning to work.

PLEASE READ CAREFULLY BEFORE SIGNING - INCOMPLETE OR UNSIGNED APPLICATIONS WILL NOT BE ACCEPTED.

Any false, fraudulent, or misleading oral or written statement contained in this application and attached materials may result in rejection of my application, denial of employment, dismissal from university service if discovered after employment, and/or prosecution for a crime.

I certify and affirm that I have read and understand the above notice. I further certify that I personally completed this application and attached materials or requested its completion and that all statements contained herein are true and complete to the best of my knowledge.

SIGNATURE: _____ **DATE:** _____

FOR OFFICE USE ONLY	
Received: _____	
Interviewed: _____	Interviewer: _____
Date hired: _____	Start date: _____
Primary department: _____	