



Ross Pendergraft Library & Technology Center

**Library Student Employment Application and Schedule Form**

Please fill all fields; incomplete applications will not be considered. All applications must be submitted to the Library Administrative Assistant or to the Circulation Department Manager. Applications are kept for the selected period and will be discarded at the end of the period.

(Please Print)

<b>Name:</b> (Last, First)		<b>School-Year</b> <b>Phone Number:</b>
<b>One Tech Email:</b>		
<b>School-Year Address:</b> (Number/Street or ATU Box)		
<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>

**How many hours you want to work at the library?** \_\_\_\_\_ hours

**Work Study Eligible:** (Circle One)

Yes or No. If Yes, estimate how many hours: \_\_\_\_\_ hours

**Expected Date of Graduation:** (Circle One)

May August December Year: \_\_\_\_\_

**Past Employment History:**

**Company:**

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

Phone: \_\_\_\_\_

Employed From (mm/dd/yyyy) \_\_\_\_\_ to (mm/dd/yyyy) \_\_\_\_\_

Job Title and Duties: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Company:**

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

Phone: \_\_\_\_\_

Employed From (mm/dd/yyyy) \_\_\_\_\_ to (mm/dd/yyyy) \_\_\_\_\_

Job Title and Duties: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Customer Service Experience:**

Customer Service Skills are very important for the Library Circulation area student workers. Please list any skills that you have that pertain to customer service.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Schedule for the following semester :** (Circle One. The application is valid for only one semester.)

Spring Summer I Summer II Fall

Place a checkmark in the time slots when you are **unavailable** to work. If an interview is scheduled, please bring your class schedule and a schedule of any other regular time commitments.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
07:00 – 08:00	CLOSED						CLOSED
08:00 – 09:00	CLOSED						CLOSED
09:00 – 10:00	CLOSED						CLOSED
10:00 – 11:00	CLOSED						
11:00 – 12:00 pm	CLOSED						
12:00 pm – 01:00	CLOSED						
01:00 – 02:00	CLOSED						
02:00 – 03:00							
03:00 – 04:00							
04:00 – 05:00							
05:00 – 06:00							
06:00 – 07:00						CLOSED	CLOSED
07:00 – 08:00						CLOSED	CLOSED
08:00 – 09:00						CLOSED	CLOSED
09:00 – 10:00						CLOSED	CLOSED
10:00 – 11:00						CLOSED	CLOSED
11:00 – 12:00 am						CLOSED	CLOSED
12:00 am – 01:00						CLOSED	CLOSED

I acknowledge that the information on this form is true, and that falsifying employment information is a serious offense resulting in immediate dismissal and forfeiture of additional employment at the Library.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Notes:**

Student Workers are hired not only for their qualifications for the job, but also for the available hours they have for employment. In addition, hiring is sometimes based on the type of funding the Library has at a given time throughout the fiscal year. For example, at certain periods, the Library may only have positions available for students with federal work-study grants. Read over the information before submitting an application. Make a copy of the filled application for your personal records.