## Applicant Information

Date \_\_\_Click or tap to enter a date.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: Click or tap here to enter text.

Local Address: \_Click or tap here to enter text. Home Address: \_Click or tap here to enter text.

\_Click or tap here to enter text. \_Click or tap here to enter text.

Local Phone: \_Click or tap here to enter text. Emergency Contact: \_Click or tap here to enter text.

ISU E-mail Address:\_Click or tap here to enter text. Emergency Phone: \_Click or tap here to enter text.

How many hours per week do you want to work? Enter text.

Number Semesters Remaining at ISU \_Enter text.\_\_\_ Major/Program: Click or tap here to enter text.

Is your grade point average above 2.0?  Yes  No Are you taking 6 or more credits?  Yes  No

Did you receive a College Work Study award?  Yes  No CWS Allocation $ (if known)\_Enter text.

Will you be working for another department on campus while working at the library?  Yes  No

I have experience with:  Searching in databases  Customer service  Working in a library

## Employment History

*List previous work experience, begin with most recent. (Include any previous ISU employment.)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employment Dates** | **Name and Address of Employer** | **Type of work; duties** | **Supervisor** | **Phone Number** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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May we contact your previous supervisors as references?  Yes  No

If no, please list at least two professional references we may contact: Click or tap here to enter text.

## Scheduling Information

The ISU-Meridian Library is generally open Monday – Friday, 7am – 7pm. After the initial training period student employee shifts usually cover the morning and evening hours, and either begin at 7am or end at 7pm.

Please indicate in the box the hours that you WILL BE available for work**. Note: this is not necessarily representative of the ISU-Meridan Library’s entire operating hours nor guaranteed shifts. The bolded hours are the hours in most need of student employees.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Mon** | **Tues** | **Wed** | **Thur** | **Fri** |
| **7:00-8:00a** |  |  |  |  |  |
| **8:00-9:00a** |  |  |  |  |  |
| 9:00-10:00a |  |  |  |  |  |
| 10:00-11:00a |  |  |  |  |  |
| 11:00a-12:00p |  |  |  |  |  |
| 12:00-1:00p |  |  |  |  |  |
| 1:00-2:00p |  |  |  |  |  |
| 2:00-3:00p |  |  |  |  |  |
| 3:00-4:00p |  |  |  |  |  |
| 4:00-5:00p |  |  |  |  |  |
| **5:00-6:00p** |  |  |  |  |  |
| **6:00-7:00p** |  |  |  |  |  |

Is there any other information you need to share about your availability?

\_Click or tap here to enter text.

## Please answer the following questions:

1. What professional skills do you have that we should know about? For example, you can list software knowledge, teaching or training experience, customer service experience, literature/database searching, or any other background you think is relevant:

\_Click or tap here to enter text.

1. What excites or interests you about the idea of working in the library?

\_Click or tap here to enter text.

1. The library position will include time spent at the front service desk. If someone asks you a question for which you do not know the answer, what would you do?

\_Click or tap here to enter text.

**Please email your completed application to Kimberly Miller** [**kimberlymiller3@isu.edu**](mailto:kimberlymiller3@isu.edu)**.** You will receive an acknowledgement email within 2 business days confirming that your application was received. If for some reason you do not receive this email, you may call Kim at 208 373 1817 to follow up.