



# Library and Information Services Division

## Application for Academic Year Student Employment

Today's Date: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Wheaton ID: \_\_\_\_\_

Campus Box #: \_\_\_\_\_ Wheaton Dorm: \_\_\_\_\_ Class Year: \_\_\_\_\_

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

**Type of work desired (check all areas of interest):**

- |   |  |
|---|--|
| <input type="checkbox"/> Archives & Special Collections                                 | <input type="checkbox"/> Library Technical Services (Cataloging, Interlibrary Loan, Serials) |
| <input type="checkbox"/> Computer Troubleshooting/Help Desk                             | <input type="checkbox"/> Media Services (Classroom media, videotaping, PA systems)           |
| <input type="checkbox"/> Instructional Technology/Lab (Graphics Design, ICUC, Language) | <input type="checkbox"/> Office Services (Post Office, Copy Center)                          |
| <input type="checkbox"/> Library Circulation  | <input type="checkbox"/> Slide Library   |
| <input type="checkbox"/> Library (Public Services/Technology Support)                   |  |
| <input type="checkbox"/> Library (Safety & Security Patrol)                             |  |

**Number of hours available per week for work:** \_\_\_\_\_

Note: Many positions require student employees to work occasional weekends. Some permanent weekend slots are available. Be sure to discuss scheduling requirements during your interview.

**Please shade in the hours that you are available to work between 8:00am and 2:00am.** Note: We will match your availability to specific shift openings. We cannot guarantee employment to students whose availability does not match the needs of the job.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8am-10am	/						/
10am-12pm							
12-2pm							
2-4pm							
4-6pm							
6-8pm							
8-10pm							
10pm-12am						/	/
12am-2am						/	/

**Work Experience (Wheaton or other Employer, Internships, Volunteer Projects):**

Please list employer, dates and position title, along with a brief description of responsibilities.

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**Special Skills or Qualifications:**

(i.e.: experience with photocopiers, printers, or a/v equipment, specific computer applications, programming or web skills, customer service experience, PC or MAC troubleshooting, library experience or research skills, supervisory or training experience, presentation skills)

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**Please describe other jobs or commitments that may impact your work schedule:**

(i.e.: on-campus or off-campus work, athletics, student government, clubs or activities)

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**Many positions provide on-the-job training opportunities. Please describe any skills you would like to develop:**

(i.e.: technology skills, administrative or supervisory skills, training and presentation skills)

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**Additional Comments:**

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**Award Type:**  Federal Work Study  Wheaton Work    **Amount:** \$\_\_\_\_\_  Not Sure

**Applicant Signature:** \_\_\_\_\_

Note: Employment cannot begin until student submits a Work Authorization Form (WAF), W-4, I-9, and Direct Deposit paperwork to the Student Financial Services office.

Applications are retained for one semester only.