



Library and Information Services

Application for Non-Academic Work: January/Summer

Today's Date: _____

Last Name: _____ First Name: _____ Wheaton ID: _____

Campus Box #: _____ Wheaton Email Address: _____

Class Year: _____ Phone: _____

Type of Work Desired: _____

Full Time:

Dates Available for Work: _____

Part Time:

Type of Work Desired (Check ALL areas of interest)

- Archives & Special Collections
- Computer Troubleshooting/Help Desk
- Instructional Technology/Lab (Graphics Design, ICUC, Language)
- Library Circulation
- Library (Public Services/Technology Support)
- Library (Safety & Security Patrol)
- Library Technical Services (Cataloging, Interlibrary Loan, Serials)
- Media Services (Classroom Media, Videotaping, PA Systems)
- Office Services (Post Office, Copy Center)
- Slide Library

Have you ever been employed in:

Wheaton Library? Yes No

Another Library? Yes No

Are you currently working for another department at Wheaton? Yes No
If yes, Location: _____

May we contact your supervisor? Yes No

Work Experience (Wheaton or other employer, internships, volunteer projects)

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

Skills developed through other work experience:

Computer: _____

Office: _____

Familiarity with machines: _____

Special Skills: _____

Signature _____

Date _____