



Madeleine Clark Wallace Library

Application for Academic Year Student Employment

Today's Date: _____

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

Campus Box #: _____ Wheaton Dorm: _____ Class Year: _____

Major: _____ Cell Phone: _____

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

- Access Services Assistant (Information Desk, Circulation, ILL, Technology; Sun. - Sat. hours)
 - Safety & Security (Sun. - Sat. hours)
 - Archives & Digital Initiatives (Mon. - Fri., 9AM - 5PM hours)
 - Library Collections (Cataloging, Serials; Mon. - Fri., 9AM - 5PM hours)
- *Archives/Digital Initiatives and Library Collections will not be hiring Fall, 2018*

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 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.: office skills, 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:**

Applicant Signature: _____

Note: Employment cannot begin until student submits a Work Authorization Form (WAF), W4, I-9, and Direct Deposit paperwork to the Student Financial Services office.

Applications are retained for one academic year only.