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**Library Student Employment Application**

**Please send applications or questions to:**

Archives and Serials, Jason Skoog, jaskoog@viterbo.edu, 608-796-3262

Circulation, Kim Olson-Kopp, kmolsonkopp@viterbo.edu, 608-796-3263

Cataloging, Pamela Newberg, pjnewberg@viterbo.edu, 608-796-3265

**Applying for**:

 [ ]  Circulation (Fall, Spring, Summer)

 [ ]  Archives and Serials (Fall, Spring, Summer)

 [ ]  Cataloging (Fall and Spring only)

**Basic information:**

Do you have federal work study? **This is required for fall and spring, but not summer.** [ ]  Yes [ ]  No

Name:

Address:

Phone: Email:

Emergency contact (name, relationship, phone):

Year in school:

Major:

Extracurricular activities:

Do you have experience using libraries? [ ]  Yes [ ]  No

Skills relevant to library work:

Can you lift at least 15 lbs. and push at least 50 lbs. on a wheeled cart? [ ]  Yes [ ]  No

**Work and Volunteer History:**

List jobs or volunteer experience you have starting with most recent:

Job Title:

Employer:

Duties Performed:

Skills Learned:

Job Title:

Employer:

Duties Performed:

Skills Learned:

Job Title:

Employer:

Duties Performed:

Skills Learned:

Job Title:

Employer:

Duties Performed:

Skills Learned:

Job Title:

Employer:

Duties Performed:

Skills Learned:

Job Title:

Employer:

Duties Performed:

Skills Learned:

**Times Available:**

Indicate what times you **are** available to work with an **"x":**

 **Fall/Spring:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Sun | Mon | Tues | Wed | Thu | Fri | Sat |
| 8am-9am |  |[ ] [ ] [ ] [ ] [ ]   |
| 9am-10am |  |[ ] [ ] [ ] [ ] [ ]   |
| 10am-11am |  |[ ] [ ] [ ] [ ] [ ] [ ]
| 11am-12pm |  |[ ] [ ] [ ] [ ] [ ] [ ]
| 12pm-1pm |  |[ ] [ ] [ ] [ ] [ ] [ ]
| 1pm-2pm |  |[ ] [ ] [ ] [ ] [ ] [ ]
| 2pm-3pm |[ ] [ ] [ ] [ ] [ ] [ ]   |
| 3pm-4pm |[ ] [ ] [ ] [ ] [ ] [ ]   |
| 4pm-5pm |[ ] [ ] [ ] [ ] [ ] [ ]   |
| 5pm-6pm |[ ] [ ] [ ] [ ] [ ] [ ]   |
| 6pm-7pm |[ ] [ ] [ ] [ ] [ ] [ ]   |
| 7pm-8pm |[ ] [ ] [ ] [ ] [x] [ ]   |
| 8pm-9pm |[ ] [ ] [ ] [ ] [ ] [ ]   |
| 9pm-10pm |[ ] [ ] [ ] [ ] [ ] [ ]   |
| 10pm-11pm |[ ] [ ] [ ] [ ] [ ] [ ]   |
| 11pm-12am |[ ] [ ] [ ] [ ] [ ] [ ]   |

KNOWN DATES OF CONFLICTS:

**Summer:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Mon | Tues | Wed | Thu | Fri |
| 8am-9am |[ ] [ ] [ ] [ ] [ ]
| 9am-10am |[ ] [ ] [ ] [ ] [ ]
| 10am-11am |[ ] [ ] [ ] [ ] [ ]
| 11am-12pm |[ ] [ ] [ ] [ ] [ ]
| 12pm-1pm |[ ] [ ] [ ] [ ] [ ]
| 1pm-2pm |[ ] [ ] [ ] [ ] [ ]
| 2pm-3pm |[ ] [ ] [ ] [ ] [ ]
| 3pm-4pm |[ ] [ ] [ ] [ ] [ ]
| 4pm-5pm |[ ] [ ] [ ] [ ] [ ]

KNOWN DATES OF CONFLICTS: