

# INDIANA UNIVERSITY SOUTH BEND

## Franklin D. Schurz Library Educational Resource Commons Instructional Media Services

### STUDENT ASSISTANT PART-TIME EMPLOYMENT APPLICATION

#### Personal Information

Date of Application \_\_\_\_\_

Name

Last

First

Middle

School Address

Street

City

State/Zip Code

Permanent Address

Street

City

State/Zip Code

Birth Date (optional)

#### Phone:

#### E-Mail Account:

You must provide a phone number and/or E-Mail Account at which you can be reached. If a job opening arises, an attempt will be made to contact you at the number/account you have provided for 48 hours. If a message is left for you at the phone number or on your E-mail Account, you must respond within 24 hours or your application will be returned to the files until the next job opening.

If you are an international student please show type of visa:

Have you registered with the Office of International Programs?

Yes \_\_\_\_\_

No \_\_\_\_\_

Education (High School, Business School, College)

#### Are you eligible

for Work Study? \_\_\_\_\_

School	City/State/Country	Years Attended (from-to)	Major	Years Completed

**Work Experience** (Begin with most recent)

Dates (from-to)	Company	City/State/Country	Job Title	Duties

**Computer Experience/Knowledge:**

Software: \_\_\_\_\_

Keyboarding: \_\_\_\_\_

**What semesters are you available to work at the Library?**

Summer I \_\_\_\_\_ Summer II \_\_\_\_\_ Fall \_\_\_\_\_ Spring \_\_\_\_\_

**Your expected Graduation date:** \_\_\_\_\_

**Times available to work:**

Monday \_\_\_\_\_

Tuesday \_\_\_\_\_

Wednesday \_\_\_\_\_

Thursday \_\_\_\_\_

Friday \_\_\_\_\_

Saturday \_\_\_\_\_

Sunday \_\_\_\_\_

**Current Class Schedule:**

Monday \_\_\_\_\_

Tuesday \_\_\_\_\_

Wednesday \_\_\_\_\_

Thursday \_\_\_\_\_

Friday \_\_\_\_\_

Saturday \_\_\_\_\_

Sunday \_\_\_\_\_

PLEASE RETURN THIS FORM TO THE LIBRARY ADMINISTRATIVE OFFICES, ROOM 304,  
BETWEEN 8 AM TO 12 NOON AND 1 PM TO 5 PM MONDAY THROUGH FRIDAY.

*This application will be held until the end of the current semester or summer session. If you are still interested at the end of that time, please re-apply.*