

Application for Student Employment
Cullom-Davis Library
Bradley University

Date: _____
Work Study: Yes _____ No _____
Amount: _____

Personal Information:

Name: _____ **Student ID#:** _____
 (last) (first)
School Address: _____ Cell Phone: _____
Permanent Address: _____ e-mail address: _____
 _____ Home Phone: _____
Graduate Student: _____ or Undergraduate Student: _____
Expected Grad Year: _____ Major(s): _____ Minor: _____

Skills: Please check all areas in which you have experience

- | | | | |
|------------------|----------------------------|---------------------------|------------------------|
| Library: | Audio-Visual: | Computers: | Office Skills: |
| ___ telephone | ___ using VCRs | ___ word processing | ___ using copiers |
| ___ filing | ___ using cassette players | ___ using library catalog | ___ using FAX machines |
| ___ typing | ___ using CD players | ___ data entry/retrieval | ___ word processing |
| ___ circulation | ___ using phonographs | ___ using Internet | ___ spread sheets |
| ___ shelving | | ___ using OCLC | |
| ___ book mending | | ___ creating WWW pages | |
| | | ___ programming | |

Simple Maintenance Of:

- | | | |
|-------------------------------|----------------------|-----------------|
| ___ microform reader/printers | ___ VCRs | ___ CD players |
| ___ copiers | ___ cassette players | ___ phonographs |

List below any specific skills not mentioned above and the reasons why you think they would be of importance to library work:

Desired amount of public interaction: Please check only one.

- ___full ___some ___none ___I will work anywhere in the library.

Experience: Please list the name and address of your most recent employers, the dates you were employed, and the job title/duties of your work.

Employer:	Address:	Dates Employed:	Description of Work:
_____	_____	_____	_____
_____	_____	_____	_____

Please note any specific library-related experience you have had in the past:

Employer: _____ Address: _____ Dates Employed: _____ Description of Work: _____

Using the list of student jobs in the library, please specify your work preference, if you have one:



Schedule for: Fall Jan. Interim Spring Summer (Check only one)

Use an "X" to indicate which hours you **ARE AVAILABLE** to work this semester. Applications need to be updated each semester. Please be sure to list ALL available hours. Larger blocks of time will increase your possibility of getting a job.

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7:45-9:00 am							
9-10:00							
10-11:00							
11-12:00 pm							
12-1:00							
1-2:00							
2-3:00							
3-4:00							
4-5:00							
5-6:00							
6-7:00							
7-8:00							
8-9:00							
9-10:00							
10-11:00							
11-12:00 am							
Midnight - 4:00 am							

During the academic year, I would prefer to work:

Less than 10 hours a week 10-20 hours a week



I have read and do understand the information attached on the Hiring Process and Eligibility to Work.

Signature _____