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**Library Student Employment Application**

**Please send this completed application to Molly Eddy,** [**mleddy@viterbo.edu**](mailto:mleddy@viterbo.edu)

***Questions? Please call 608-796-3269.***

**APPLYING FOR**:  Main Desk  Archives  Cataloging (Fall/Spring only)

***Basic Information:***

NAME: Click or tap here to enter text.

ADDRESS:Click or tap here to enter text.

PHONE:Click or tap here to enter text. E-MAIL:Click or tap here to enter text.

EMERGENCY CONTACT (name, relationship, phone): Click or tap here to enter text.

DO YOU HAVE FEDERAL WORK STUDY? (Not needed for summer)  Yes  No

YEAR IN SCHOOL: Click or tap here to enter text.

MAJOR:Click or tap here to enter text.

EXTRACURRICULAR ACTIVITES:Click or tap here to enter text.

DO YOU HAVE EXPERIENCE USING LIBRARIES?  Yes  No

SKILLS RELEVANT TO LIBRARY WORK:Click or tap here to enter text.

CAN YOU LIFT AT LEAST 15 LBS AND PUSH AT LEAST 50 LBS ON A WHEELED CART?

Yes  No

***WORK AND VOLUNTEER HISTORY***

List any jobs or volunteer experience you have starting with most recent.

|  |  |  |  |
| --- | --- | --- | --- |
| Job Title | Employer | Duties Performed | Skills Learned |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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Indicate what times you **are** available to work with an **“x”:**

Note: **Summer schedule is Monday-Thursday, 8am-6pm, Friday 8am-5pm**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | 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 |  |  |  |  |  |  |  |
| 8pm-9pm |  |  |  |  |  |  |  |
| 9pm-10pm |  |  |  |  |  |  |  |
| 10pm-11pm |  |  |  |  |  |  |  |
| 11pm-12am |  |  |  |  |  |  |  |

KNOWN DATES OF CONFLICTS: Click or tap here to enter text.