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**Library Student Employment Application**

**Please send applications or questions to:**

Circulation Manager, Chris Baker, [cmbaker@viterbo.edu](mailto:cmbaker@viterbo.edu), 608-796-3277

**Applying for**:

Circulation

Archives and Serials

(For questions about the Archives and Serials position contact:

Jason Skoog, [jaskoog@viterbo.edu](mailto:jaskoog@viterbo.edu), 608-796-3262)

Cataloging

(For questions about the Cataloging position contact:

Pamela Newberg, [pjnewberg@viterbo.edu](mailto:pjnewberg@viterbo.edu), 608-796-3265)

**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/Expected Graduation:

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:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Sunday (until 11 pm during finals) | Monday (until 11 pm during finals) | Tuesday (until 11 pm during finals) | Wednesday (until 11 pm during finals) | Thursday (until 11 pm during finals) | Friday (until 7 pm during finals) | Saturday (1-6 pm during finals) |
| 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 |  |  |  |  |  |  |  |

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: