

East Central University Library

STUDENT WORKER APPLICATION APPLICANT INFORMATION



For Office Use Only: _____

(NAME: LAST, FIRST)

(DATE APPLICATION RECEIVED)

Interview date: _____

Interviewer: _____

Date hired: _____

Start date: _____

Primary department: _____

- ✓ Complete and return your application to the Circulation Desk
- ✓ Attach a copy of your class schedule
- ✓ If you have a resume, please attach it to the back of this application

EMPLOYMENT INFORMATION

Do I have to have work study to work at the ECU Library?

The Library hires students with or without work study.

How many class credit hours must I take to be considered for a student worker position? Students must be scheduled for at least 6 credit hours in the Fall and Spring semesters and 3 hours during the Summer semester to qualify as a student employee during those semesters.

What happens after I apply? Library supervisors review applications submitted and contact students whose skills, work experience, and schedules appear to match the available position in their unit.

What do I do if I'm not hired this term? Applications are kept on file for an academic year. To keep your application current, *submit an updated class schedule each term.*

Name: _____
LAST FIRST MI

ECU ID : _____ Application Date: _____

Local phone #: _____ Cell #: _____

Local address: _____

E-mail address: _____

Home address: _____

Class standing: (circle one) Freshman Sophomore Junior Senior

Expected graduation date: _____

What is your major? _____

Minor? _____ G.P.A.: _____

Have you turned in the Financial Aid (FASFA) packet to the Financial Aid Services office? (circle one) Y N

Do you have work study for this year? (circle one) Y N

Amount? _____ #Credit hours this term: _____

Do you have another job on campus? (circle one) Y N

What department: _____ Hours/week: _____

SKILLS/EXPERIENCE: Keyboarding/Typing (circle one): Y N Words per minute: _____ Filing (circle one) Y N

Please describe any work experience you've had that is applicable to the position(s) you are applying for: _____

Please list any computer skills/experience including specific software programs: _____

Do you have any friends or relatives working in the library? _____

Please list three professional references:

Name: _____

Phone #: _____

Name: _____

Phone #: _____

Name: _____

Phone #: _____

(Complete other side)

