

Library and Information Services Division

Application for Academic Year Student Employment

Note: Employment cannot begin until student submits a Work Authorization Form (WAF), W-4, I-9, and Direct Deposit paperwork to the Student Financial Services office.

Today's Date: _____

First Name: _____ **Last Name:** _____ **Wheaton ID:** _____

Campus Box #: _____ **Wheaton Dorm:** _____ **Class Year:** _____

Major: _____ **Cell Phone:** _____

Number of hours available per week for work: _____

Note: Many positions require student employees to work occasional weekends. Some permanent weekend slots are available. Be sure to discuss scheduling requirements during your interview.

Type of work desired (check all areas of interest):

Or specific position title, if known: _____

- | | |
|--|---|
| <input type="checkbox"/> Administrative/Clerical Support
<input type="checkbox"/> A/V Support for Classes/Events
(i.e. classroom media, videotaping,
PA systems, microphones)
<input type="checkbox"/> Cataloging/Serials
<input type="checkbox"/> Circulation
<input type="checkbox"/> Help Desk/Computer
Troubleshooting
<input type="checkbox"/> Interlibrary Loan
<input type="checkbox"/> Library Archives | <input type="checkbox"/> Library Public Services
<input type="checkbox"/> Library Safety and Security Patrol
<input type="checkbox"/> Post Office
<input type="checkbox"/> Specialized Academic Lab Support
(i.e. Language Lab, Graphics Lab,
GIS Lab)
<input type="checkbox"/> Stacks Maintenance
<input type="checkbox"/> Technology Support
<input type="checkbox"/> Web Technologies Specialist |
|--|---|

Please shade in the hours that you are available to work between 8:00am and 2:00am.

Note: We will match your availability to specific shift openings. We cannot guarantee employment to students whose availability does not match needs of the job.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8am-10am							
10am-12pm							
12-2pm							
2-4pm							
4-6pm							
6-8pm							
8-10pm							
10pm-12am							
12am-2am							

Work Experience (Wheaton or Other Employer, Internships, Volunteer Projects):

Please list employer, dates and position title, along with a brief description of responsibilities.

Special Skills or Qualifications:

(i.e.: office skills, experience with photocopiers, printers, or a/v equipment, specific computer applications, programming or web skills, customer service experience, PC or MAC troubleshooting, library experience or research skills, supervisory or training experience, presentation skills)

Please describe other jobs or commitments that may impact your work schedule:

(i.e.: on-campus or off-campus work, athletics, student government, clubs or activities)

Many positions provide on-the-job training opportunities. Please describe any skills you would like to develop:

(i.e.: technology skills, administrative or supervisory skills, training and presentation skills)

Additional Comments:

Award Type: Federal Work Study Wheaton Work **\$Amount:** _____

Applicant Signature: _____