



Library and Information Services

Application for Non-Academic Work: January/Summer

Last Name: _____ First Name: _____ Wheaton ID# _____

Campus PO Box: _____ Wheaton Email Address _____

Local Address: _____

Class Year: _____ Campus Phone: _____ Cell Phone: _____

Type of Work Desired: _____ Full Time: _____

Dates Available for Work: _____ Part Time: _____

Type of Work Desired (Check ALL areas of interest)

Or Specific position title, if known: _____

- Computer Troubleshooting/Help Desk
- Administrative/Clerical Support
- Library/Circulation
- Interlibrary Loan
- Library Public Services & Technology Support
- Web Technologies Specialist
- Library Cataloging/Technical Services
- Library Archives
- A/V Support for Classes (i.e. classroom media, videotaping, PA systems, microphones)
- Specialized Academic Lab Support (i.e. Language Lab, Graphics Lab, GIS Lab)
- Post Office

Have you ever been employed in:

Wheaton Library?

Yes

No

If YES, Dates: _____ Department: _____

Another Library?

Yes

No

If YES, specify: _____

Are you currently working for another department at Wheaton?

Yes

No

If YES, which one? _____

May we contact your supervisor?

- Yes
- No

Work Experience (Wheaton or other employer, internships, volunteer projects)

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

Skills developed through other work experience (check all the apply)

Computer:

- MAC**
- Windows**
- Web Design**
- Troubleshooting**

Office:

- Filing**
- Typing**
- Word Processing**

Familiarity with machines:

- Microfilm**
- Copiers**
- Projectors**
- Scanning**
- Other**

Special Skills:

Signature _____

Date _____