

**APPLICATION FOR STUDENT EMPLOYMENT  
IN THE STOCKWELL-MUDD LIBRARIES**

NAME (Please print) \_\_\_\_\_

DATE \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

KC #/ALBION PHONE NUMBER \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

STUDENT NUMBER \_\_\_\_\_

FR SO JR SR

EMAIL ADDRESS \_\_\_\_\_

Expected date of graduation: December \_\_\_\_\_ May \_\_\_\_\_ Year \_\_\_\_\_

What is your Major field? \_\_\_\_\_

Why did you choose it? \_\_\_\_\_

Do you use the library in your studies? \_\_\_\_\_

Have you taken any foreign languages? \_\_\_\_\_ Which? \_\_\_\_\_

What is your grade point average? \_\_\_\_\_ Faculty counselor \_\_\_\_\_

Do you have any plans for off-campus study? \_\_\_\_\_ If so, when? \_\_\_\_\_

ARE YOU RECEIVING ANY KIND OF FINANCIAL AID? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, what type? Work/Study \_\_\_\_\_ Albion College Employment \_\_\_\_\_  
Michigan Employment \_\_\_\_\_ Other \_\_\_\_\_

**HAVE YOU HAD ANY LIBRARY TRAINING OR EXPERIENCE?**

Where? \_\_\_\_\_ When? \_\_\_\_\_

What were your duties? \_\_\_\_\_

Name of Librarian or supervisor? \_\_\_\_\_

What skills do you have that you think would be useful for working in the library?

Library:

Typing (wpm) \_\_\_\_\_  
Filing \_\_\_\_\_  
Mending \_\_\_\_\_  
Archives \_\_\_\_\_  
Other \_\_\_\_\_

Computers:

Word Processing \_\_\_\_\_  
Data Entry \_\_\_\_\_  
Programming \_\_\_\_\_  
Graphics \_\_\_\_\_

Audio-Visual:

Audio \_\_\_\_\_  
Video \_\_\_\_\_  
Graphics \_\_\_\_\_

List below any strengths you have which would make you a good library employee.

List below at least 2 weaknesses that you have which could hinder your being an effective worker.

If you are familiar with this library, do you have any preferences as to what areas of the library you would like to work in?  
AREA \_\_\_\_\_

Why? \_\_\_\_\_

NAME \_\_\_\_\_

DATE \_\_\_\_\_

Do you prefer a job where you:

Work with the public \_\_\_\_\_

Don't have to deal with the public: \_\_\_\_\_

Are involved with the public some of the time \_\_\_\_\_

Work on the weekend: \_\_\_\_\_

**PREVIOUS EMPLOYMENT**

Have you been employed elsewhere on this campus? \_\_\_\_\_

If so, why are you no longer employed there? \_\_\_\_\_

Where? \_\_\_\_\_

Name of supervisor \_\_\_\_\_

Will you be? \_\_\_\_\_

Where? \_\_\_\_\_

Last non-college employment \_\_\_\_\_

Position \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

**CHECK ORGANIZATIONS IN WHICH YOU EXPECT TO PARTICIPATE**

Band \_\_\_\_\_ Choir \_\_\_\_\_ Drama \_\_\_\_\_ Debate \_\_\_\_\_ Orchestra \_\_\_\_\_ Greeks \_\_\_\_\_

Athletics \_\_\_\_\_ Dept. Clubs \_\_\_\_\_ Practice Teaching \_\_\_\_\_ Ethnic Organizations \_\_\_\_\_ Other \_\_\_\_\_

Do you foresee any conflicts with those activities and working in the library? \_\_\_\_\_

**CLASS SCHEDULE**

Semester

Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer Year \_\_\_\_\_

If you are applying for the summer, will you be returning to Albion in the Fall? \_\_\_\_\_

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8 - 9							
9 - 10							
10 - 11							
11 - noon							
noon - 1							
1 - 2							
2 - 3							
3 - 4							
4 - 5							
5 - 6							
6 - 7							
7 - 8							
8 - 9							
9 - 10							
10 - 11							
11 - mid.							

**OTHER THAN CLASSES, WILL THERE BE ANY REGULARLY SCHEDULED TIMES WHICH YOU WILL NOT BE ABLE TO WORK? \_\_\_\_\_ When? \_\_\_\_\_**

**NUMBER OF HOURS DESIRED \_\_\_\_\_ DAY/TIME PREFERENCES \_\_\_\_\_**