

APPLICATION FOR SUMMER EMPLOYMENT  
IN THE STOCKWELL-MUDD LIBRARIES

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

DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_

STATE \_\_\_\_\_

ZIP \_\_\_\_\_

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

Are you over 18? \_\_\_\_\_ If not, how old? \_\_\_\_\_

How did you hear about this position? \_\_\_\_\_

Do you know anyone who works at the library? If so, who? \_\_\_\_\_

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

Computers

Audio-Visual

Typing (wpm) \_\_\_\_\_

Word Processing \_\_\_\_\_

Audio \_\_\_\_\_

Filing \_\_\_\_\_

Data Entry \_\_\_\_\_

Video \_\_\_\_\_

Mending \_\_\_\_\_

Programming \_\_\_\_\_

Graphics \_\_\_\_\_

Archives \_\_\_\_\_

Graphics \_\_\_\_\_

Other \_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

I prefer a job where:

I work with the public \_\_\_\_\_ I don't have to deal with the public \_\_\_\_\_

I'm involved with the public some of the time \_\_\_\_\_

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? \_\_\_\_\_

**PREVIOUS EMPLOYMENT**

Have you been employed elsewhere on this campus?

Where? \_\_\_\_\_ Name of supervisor \_\_\_\_\_

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

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

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

Duties \_\_\_\_\_

Dates employed \_\_\_\_\_ Reason for leaving \_\_\_\_\_

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

**SCHEDULE** Summer Year \_\_\_\_\_

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

**Please mark any times on the schedule below when you WON'T be able to work:**

	Monday	Tuesday	Wednesday	Thursday	Friday
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					

Do you expect this schedule will be subject to change? \_\_\_\_\_

**WILL THERE BE ANY REGULARLY SCHEDULED TIMES WHICH YOU WILL NOT BE ABLE TO WORK?**

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

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