

Samford University Library

Student Worker Application

Today's Date: _____

Each semester, the University Library hires many students (both Federal Work Study and ISEP) to assist with tasks in all departments of the library. Tasks might include checking books in or out; making Interlibrary Loan deliveries on campus; shelving materials in Government Documents; and performing other miscellaneous duties as assigned by the library staff.

If you are a Samford student and would like to apply for a position in the University Library, please fill out the following application.

Name: _____ **Class (Check one.):** FR SO JR SR Other

Student Number (SUIId): _____

Years @SU (Check one.): 0 1 2 3 4 5+ **Phone:** _____

Cell: _____ **Email:** _____

Expected graduation date: _____ **Hours/week desired:** _____

Hours enrolled: _____ **Major:** _____ **Minor:** _____

Are you eligible for work study? Yes No Don't know

Local Street Address: _____

Dorm/Apt. Number: _____

City, State, and Zip: _____

Permanent Street Address: _____

Apt. Number: _____

City, State, and Zip: _____

Please list below your educational background, with your most recent degree listed first:

From/ To	Institution/School and City, State	Major or Emphasis	Degree Earned	Grade- point Avg.

Please list below your history of employment, with your most recent position listed first:

From/ To	Employer and Address	Duties	Supervisor and Phone #	May we contact?

Please rate your skills with the following platforms, applications, and resources:

- **Microsoft Windows XP** ___None ___Beginner ___Intermediate ___Advanced
- **Microsoft Excel** ___None ___Beginner ___Intermediate ___Advanced
- **Microsoft Word** ___None ___Beginner ___Intermediate ___Advanced
- **FAX machine** ___None ___Beginner ___Intermediate ___Advanced
- **Copier (loading paper, replacing toner, and fixing jams)**
 ___None ___Beginner ___Intermediate ___Advanced
- **Printers (loading paper, replacing toner, and fixing jams)**
 ___None ___Beginner ___Intermediate ___Advanced
- **Microsoft Publisher (or other DTP)**
 ___None ___Beginner ___Intermediate ___Advanced
- **Microsoft PowerPoint** ___None ___Beginner ___Intermediate ___Advanced

Please detail any previous experience you have with customer service:

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Please comment on positions you have held and consequent tasks you performed that required attention to detail:

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Class Schedule

Days (M-T-W-R-F-S)	Time (X:00a-X:00p)	Course Name

Scheduled extracurricular activities or special requests

Days (M-T-W-R-F-S)	Time (X:00a-X:00p)	Activity