

# 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.

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**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

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**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