

Seby Jones Library Application for Student Employment

Date: _____

Name: _____ Class: _____ Major: _____

Address: _____

Box Number: _____ Phone: _____ No. of class hours: _____

Marital status: ___single ___married No. of children: _____

Anticipated date of graduation: _____

No. of hours you are available to work per week: _____

Are you available to work weekends? ___yes ___no evenings? ___yes ___no

Do you live in Toccoa year round? ___yes ___no

Are you available to work during: ___Fall Break ___Winterim ___Spring Break ___ Summer

Do you eat lunches in the college cafeteria? ___yes ___no suppers? ___yes ___no

WORK EXPERIENCE (List last job first)

Name and address of employer	Responsibilities	Date
		From _____ To _____
		From _____ To _____
		From _____ To _____

REFERENCES (List two personal references--no employers or relatives)

Name and address	Phone number	Relationship

SCHOOL INVOLVEMENT (Check all that apply)

- Choir/Band Student government Sports team Music roups
 Intramural sports SMF Drama teams
 Other _____
 Student ministry - Days and time, if known: _____

WORK PREFERENCE

On a scale of 1 to 4, with 1 being your first choice, select the areas in which you prefer to work.

- ___ Circulation Desk - Duties involve working with people, checking books in and out, shelving books, keeping statistics, maintaining a quiet, friendly atmosphere in the library, calculating and collecting fine money, etc.
- ___ Acquisitions Department - Duties involve processing book orders, searching card catalog, light typing, filing, checking in periodicals, keeping statistics, processing gift books, maintaining book-sale shelf, etc.
- ___ Technical Services Department - Duties involve adding barcode labels and spine labels to new books, filing, covering paperback books, repairing books, etc.
- ___ Media Center Desk - Duties involve assisting students and faculty, keeping statistics, collecting and changing money, assisting with media equipment, maintaining a quiet, friendly atmosphere in the library, etc.

SKILLS/ABILITIES

Please rate yourself on a scale of 1 to 5 in each of the following areas.

1 - excellent 2 - good 3 - average 4 - below average 5 - poor

SKILLS/ABILITIES	Rating	Skills/Abilities	Rating
Computer skills		Willingness to follow directions	
Typing - ___ wpm		Working with people	
Filing		Using equipment (VCRs, etc.)	
Working with numbers		Math skills	
Ability to work with others		Organizational skills	

COMMENTS: _____

STAFF USE ONLY: