

Southwestern College Library Student Application for Employment

Date _____ (Applications will be kept for 1 year)

Name _____

Major _____ Minor _____

Circle One: Freshmen Sophomore Junior Senior

Current GPA _____

Contact Information

Phone _____

Email _____

Address _____

Employment Eligibility: (Contact Financial Aid if you are unsure)

___ work study (financial aid)

___ campus employment (not eligible for financial aid)

Describe any library experiences:

Describe any office experiences:

Describe any customer service experiences:

How comfortable are you with assisting people with computer problems?

At Southwestern, what library databases or library services have you used?

What office machines (printers, copiers, fax machines) are you comfortable with using?

How well do you work in an environment where more than one thing is happening?

How productive are you with a set of daily responsibilities rather than being told everyday what to do?

In what activities are you involved?

What are your preferences for working? Please check all that apply

mornings (7:30am-12pm) afternoons (12pm-6pm) nights (6pm-12am)

Saturday mornings Saturday afternoons

Sunday afternoons Sunday nights

Other: _____

Work History

- Please attach a current resume
- Please attach a letter of reference (not from a relative) who can write about your ability to be responsible, focused, and productive.

Job Description – Found on library’s website at

http://www.sckans.edu/library/libraryinfo_student.htm

The library opens as early as 7:45 am, closes as late as midnight, and is open seven days a week. We will schedule around unavoidable conflicts such as classes, sports, plays, etc. and will try to accommodate other reasonable requests. However, you may not get exactly the schedule you would prefer.

Your signature _____ Date _____

Return to:

Southwestern College Library

100 College ST

Winfield KS 67156

620-229-6271

620-229-6382 (fax)