Application for Student Employment

Return completed application to Circulation Desk of Library
OR fax to (610) 499-4588  Attn: Circulation Supervisor
OR email attachment to Circulation@widener.edu

Name (Mr./Ms.) ____________________________________________________________

Email Address ___________________________________________________________ @Widener.edu

Address (Home) __________________________________________________________ Phone (Cell) ____________________________
________________________________________________________________________ Phone (Home) ____________________________

Check one: Commuter____ Resident-On Campus____ Resident-Off Campus____

Does Financial Aid Award include Federal Work Study? _____Yes (Amt $__________/yr.)**
(N/A for Int’l Students) _____No

Status: Freshman____ Sophomore____ Junior____ Senior____ Graduate____

Major____________________ Anticipated year of graduation________

** Required field if applicant has been awarded Federal Work Study in Financial Aid package. If $ amount is unknown, check Campus Cruiser account (User ID and password required), WebAdvisor folder, Student Services. Click on Financial Aid, Financial Aid Status by year and select current year.

What semesters can you work? Fall_____ Spring_____ Summer_____

Can you work during semester breaks? Yes_____ No _____

Are you in a co-op program? Yes_____ No _____

Preferred areas of work in the Library: (Choose top three – 1, 2, 3)

_____Archives* - Organize and digitize Widener University historical records.

_____Circulation - Shelve books; shelf read, shift and straighten shelves; work
Circulation desk.

_____Director’s Office* - Assist with organizing files and building needs; run errands.

_____Human Sexuality Archives - Assist with the scanning of archival documents and the
organization of the Human Sexuality Archives.
(Graduate student ONLY)

_____Interlibrary Loan* - Retrieve books and journals from shelves, photocopy, file,
ship materials, and data entry.

_____Reference - Assist at Reference desk; provide basic research and technology
assistance in using library catalog, databases and computers.
(Graduate student ONLY)

_____Technical Services* - Process publications and microforms (check in, insert security strips,
shelve); sort mail; shift shelves; data entry. Assist with processing
of new books (stamp, affix spine labels, insert security strips).

Please be aware that daytime hours only are available in the departments with *.

Your semester schedule (attached) will be used in determining times when you will be available
for work. Please indicate any limitations on your availability at the bottom of your schedule.
Have you ever worked in a library? _____ Yes (Where? ______________________________) (When? ______________________________) _____ No

Previous work experience:
Name/Address of employer(s) Dates of employment Type of work

Briefly describe the type of position you would prefer (i.e. routine/repetitive vs. varied tasks, clerical, behind the scenes or interactive with the public).

Please explain why you are interested in working in the library, noting any skills which you could share with us as a library student assistant? List specific computer skills (e.g. Microsoft Word, Excel, etc.).

(Signature) ________________________________ (Date) ________________________________
Widener ID # ________________________________

(For library use only) Interview date __________ Interviewed by: ________________________________
Comments: ________________________________

E/O/E M/F ________________________________ LSA: application 6/12/18
Please block out the times when you will be in class. If taking evening classes, just note the class time in the 'PM classes' block.

CLASS SCHEDULE for:

NAME: ____________________  SEMESTER: ______________

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Limitations on my availability for work: