Application for Student Employment

Widener University, One University Place, Chester, PA 19013-5792
t: 610-499-4067   f: 610-499-4588    www.widener.edu

Name (Mr./Ms.)_________________________________________________________________
(last, first)
Email Address   __________________________________________@mail.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___________________________

** 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.
_____Interlibrary Loan* - Retrieve books and journals from shelves, photocopy, file, ship materials, and data entry.
_____Reference - Assist at Reference desk; provide basic research assistance to patrons in using library catalog and databases. (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.

(over)
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 #__________________________

(Fore library use only) Interview date Interviewed by:  
Comments:

E/O/E M/F

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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: