



## 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](mailto:Circulation@widener.edu)

Name (Mr./Ms.) \_\_\_\_\_  
*(last, first)*

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, search 'Financial Aid' through My.Widener.com, click on My Financial Aid Award Letter, 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.

*(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
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**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)  
Widener ID # \_\_\_\_\_

\_\_\_\_\_  
(Date)

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*(For library use only)* Interview date \_\_\_\_\_ Interviewed by: \_\_\_\_\_  
Comments:

*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: \_\_\_\_\_

	MONDAY	TUESDAY	WED.	THURSDAY	FRIDAY
<b>9:00</b>					
<b>9:30</b>					
<b>10:00</b>					
<b>10:30</b>					
<b>11:00</b>					
<b>11:30</b>					
<b>12:00</b>					
<b>12:30</b>					
<b>1:00</b>					
<b>1:30</b>					
<b>2:00</b>					
<b>2:30</b>					
<b>3:00</b>					
<b>3:30</b>					
<b>4:00</b>					
<b>4:30</b>					
<b>5:00</b>					
<b>PM Classes</b>					

Limitations on my availability for work: