



## Application for Student Employment

Return completed application to Circulation Desk of Library  
OR fax to (610) 499-7069, Attn: Manager of User and Access Services  
OR email attachment to 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
9:00					
9:30					
10:00					
10:30					
11:00					
11:30					
12:00					
12:30					
1:00					
1:30					
2:00					
2:30					
3:00					
3:30					
4:00					
4:30					
5:00					
<b>PM Classes</b>					

Limitations on my availability for work: