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) @ Widener.edu

Email Address __________________________________________

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

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 7/16/19
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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PM Classes

Limitations on my availability for work: