



BRUCE T. HALLE LIBRARY

955 W. Circle Dr.
Ypsilanti, MI 48197

Please return form to:
Library Administration, Room 200
Phone: 734.487.2633
asinger@emich.edu

EASTERN MICHIGAN UNIVERSITY LIBRARY

STUDENT EMPLOYMENT APPLICATION

Today's Date: _____ Student #: _____

Name: _____

Local Address: _____

City: _____ State: _____ Zip: _____

Permanent Address: _____

City: _____ State: _____ Zip: _____

Local Phone: _____ Cell Phone: _____

Email: _____

Current registration status (check one): EMU Student, currently registered

EMU Student, not registered

Incoming Freshman

Present year in school: _____ Anticipated graduation date: _____

Major: _____

Semester you are applying for (*one only*): Fall Winter Spring/Summer

Do you have a Work-Study grant? _____ If yes, please list amount: _____

Are you employed by another EMU Department? Yes No

If yes, which department? _____ Hours per week: _____

List previous work experience (start with current or most recent)

Employer: _____ Type of Job: _____

Dates Worked: _____ Supervisor: _____

Phone: _____ Email: _____

Employer: _____ Type of Job: _____

Dates Worked: _____ Supervisor: _____

Phone: _____ Email: _____

Employer: _____ Type of Job: _____

Dates Worked: _____ Supervisor: _____

Phone: _____ Email: _____

Please describe all specific skills: _____



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Name: _____

Hours per week desired (29 max/International students-20 max): _____

Accurately cross out the times you *cannot* work on the schedule below. Please allow time to get to and from class. For example, if you have a class that ends at 11:00 am, you cannot begin working at 11:00 am. Alternately, if you have a class that begins at 11:00 am, you cannot work right up until 11:00 am.

Accurately cross out times you CANNOT work!

| | Mon | Tue | Wed | Thu | Fri | Sat | Sun |
|---------------------|-----|-----|-----|-----|-----|-----|-----|
| 7:30 - 8:00 am | | | | | | | |
| 8:00 - 9:00 am | | | | | | | |
| 9:00 - 10:00 am | | | | | | | |
| 10:00 - 11:00 am | | | | | | | |
| 11:00 am - 12:00 pm | | | | | | | |
| 12:00 - 1:00 pm | | | | | | | |
| 1:00 - 2:00 pm | | | | | | | |
| 2:00 - 3:00 pm | | | | | | | |
| 3:00 - 4:00 pm | | | | | | | |
| 4:00 - 5:00 pm | | | | | | | |
| 5:00 - 6:00 pm | | | | | | | |
| 6:00 - 7:00 pm | | | | | | | |
| 7:00 - 8:00 pm | | | | | | | |
| 8:00 - 9:00 pm | | | | | | | |
| 9:00 - 10:00 pm | | | | | | | |

Select at least three departments in which you are interested to work:

- | | |
|---|---|
| <p><input type="checkbox"/> ACQUISITIONS Responsible for the selection and purchase of resources for the library.</p> <p><input type="checkbox"/> ARCHIVES Responsible for managing information sources created by or written about the University.</p> <p><input type="checkbox"/> CATALOGING Responsible for subject analysis and original cataloging of library materials.</p> <p><input type="checkbox"/> LIBRARY SERVICES DESK Responsible for checking materials in and out, collecting fines, shelving, directional inquiries and helping patrons look up materials.</p> | <p><input type="checkbox"/> LIBRARY ADMINISTRATION Responsible for room reservations, building management, human resources, and outreach.</p> <p><input type="checkbox"/> EQUIPMENT SUPPORT Responsible for audio/visual services for patrons, students, staff and faculty.</p> <p><input type="checkbox"/> PERIODICALS Responsible for directional inquiries, microreader instruction , collecting usage statistics and shelving.</p> |
|---|---|

By signing this form, I attest that the information provided on this application is given to the best of my knowledge, I understand that falsification of any information, for any reason, will result in immediate termination from the EMU Library Department.

Signature: _____ Date: _____



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IMPORTANT INFORMATION

Read carefully prior to filling out an application and retain for your own records.

- Limit one application per person per semester. Submitting multiple applications per semester will not increase your chances of obtaining employment. Only fill out a secondary application if your availability has *significantly* changed.
- If you are not hired the semester you applied for you must reapply the following semester if you wish to remain in consideration for employment. All non-hired applications are destroyed at the end of each semester.
- Applications are kept on file until there is a vacancy in a library department. Once your application has been submitted, we cannot check the status of your application.
- Individual departments in the library are responsible for hiring. The supervisor of a department with a vacancy will contact you IF you meet their needed availability AND qualifications. If the position is for work-study students, ONLY work-study students will be considered – this may or may not be announced at the time of posting.
- If all considerations are equal within an applicant pool, interviews will be scheduled on a first come, first served basis.

Employment, if offered, will be contingent on student status at EMU and work-study status, if applicable.