

Date: _____

UALR Ottenheimer Library Student Application for Employment

This form is located online <http://ualr.edu/library/about/employment/>

Applications will be kept on file for three (3) months only

All applications will be reviewed before hiring

NAME: _____
(last) (first) (middle initial)

ADDRESS: _____
(no. & street) (city) (state) (zip)

PHONE #: _____ Cell _____ T #: _____ EMAIL ADDRESS: _____

PLEASE CHECK THE APPROPRIATE ITEMS: U.S. Citizen ___ International Student ___ Work-Study ___

CLASSIFICATION: Freshman ___ Sophomore ___ Junior ___ Senior ___ Graduate Student ___

MAJOR: _____ MINOR: _____

SEMESTERS YOU ARE AVAILABLE TO WORK: Fall ___ Spring ___ Summer ___

APPROXIMATE TIMES YOU WILL BE AVAILABLE TO WORK:

Mornings _____ Afternoons _____ Evenings _____ Saturday _____ Sunday _____

INDICATE BELOW ANY SPECIFIC JOB EXPERIENCE AND SKILLS YOU HAVE:

Calculator ___ Typewriter ___ (WPM _____) Mail Clerk ___ File Clerk ___ Computer ___

(List software) _____) Receptionist ___ Cashier ___

Other _____

HAVE YOU EVER BEEN AN EMPLOYEE OR VOLUNTEER WORKER IN A LIBRARY? _____

WHERE? _____ DUTIES: _____

WORK EXPERIENCE:

1. Employer: _____ Address: _____

Dates of Employment _____ Supervisor _____

Duties: _____

Reason for Leaving: _____

2. Employer: _____ Address: _____

Dates of Employment _____ Supervisor _____

Duties: _____

Reason for Leaving: _____

3. Employer: _____ Address: _____

Dates of Employment _____ Supervisor _____

Duties: _____

Reason for Leaving: _____

OVER

PERSONAL REFERENCES

NAME	ADDRESS	TELEPHONE NUMBER
1. _____ (Supervisor Comments) _____		
2. _____ (Supervisor Comments) _____		
3. _____ (Supervisor Comments) _____		

APPLICANT'S CURRENT CLASS SCHEDULE (SEMESTER) _____

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7:00 a.m.							
8:00							
9:00							
10:00							
11:00							
12:00 p.m.							
1:00							
2:00							
3:00							
4:00							
5:00							
6:00							
7:00							
8:00							
9:00							
10:00							

APPLICANT'S SIGNATURE _____ **DATE** _____

=====Office Use Only=====

Dates Interviewed _____
by _____

Comments: _____
by _____

Comments: _____
by _____

Comments: _____

Appointment Information (To be completed by supervisor upon hiring):

Sex: M / F Race: A / B / H / W Date of Birth _____ Hours Per Week _____

Hours Enrolled _____ Rate of Pay (For Federal Work-Study only) _____ Start Date _____