



BRUCE T. HALLE LIBRARY

955 W. Circle Dr.
Ypsilanti, MI 48197

Please return form to:
Library Administration, Room 200
Phone: 734.487.2633

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							
10:00 - 11:00 pm							
11:00 pm - 12:00 am							

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

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

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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STUDENT EMPLOYMENT APPLICATION

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.