



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

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.



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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: _____



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, you cannot begin working at 11:00; if a class begins at 11:00, you cannot work until 11:00.

Accurately cross out times you **CANNOT** work!

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	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							
11:00-12:00 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							

Circle at least three department 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.

DIGITIZATION LAB

Responsible for the use of scanning equipment to digitize University materials for preservation and display.

GOVERNMENT DOCUMENTS/PERIODICALS/MAP LIBRARY

Responsible for directional inquiries, microreader instruction, collecting usage statistics and shelving.

Responsible for the Map and Atlas Reference Collection and the Travel and Tourism Collection.

INFORMATION DESK

Responsible for directional inquiries and helping patrons look up materials

LIBRARY ADMINISTRATION

Responsible for room reservations, building management, human resources, and outreach.

MEDIA DISTRIBUTION (requires drivers license)

Responsible for audio/visual services for patrons, students, staff, and faculty.

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: _____