



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:



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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, 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!

	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 department in which you are interested to work:

- | | |
|---|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> ACQUISITIONS
Responsible for the selection and purchase of resources for the library. <input type="checkbox"/> ARCHIVES
Responsible for managing information sources created by or written about the University. <input type="checkbox"/> CATALOGING
Responsible for subject analysis and original cataloging of library materials. <input type="checkbox"/> CIRCULATION DESK
Responsible for checking materials in and out, collecting fines, and shelving. <input type="checkbox"/> DIGITIZATION LAB
Responsible for the use of scanning equipment to digitize University materials for preservation and display. | <ul style="list-style-type: none"> <input type="checkbox"/> 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. <input type="checkbox"/> INFORMATION DESK
Responsible for directional inquiries and helping patrons look up materials <input type="checkbox"/> LIBRARY ADMINISTRATION
Responsible for room reservations, building management, human resources, and outreach. <input type="checkbox"/> 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: