

Date:

Revised 7/2011 EMR

Print completed form and bring to the library or email as an attachment to Bonnie Hurner (hurner@cord.edu).

STUDENT LIBRARY ASSISTANT APPLICATION

Name:

Concordia ID #:

Email:

Phone:

Home Address:

Year in School:

Planned Major:

Library Experience

Previous Experience:

Time Period:

Name of Library:

Type of Library:

Type of experience: (check all that apply)

Shelving	<input type="checkbox"/>	Processing	<input type="checkbox"/>	Circulation	<input type="checkbox"/>	Reference Desk	<input type="checkbox"/>
Periodicals	<input type="checkbox"/>	Other	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>

Technology Experience

(Please check those areas in which you consider yourself competent.)

Macs	<input type="checkbox"/>	PCs	<input type="checkbox"/>	Scanners	<input type="checkbox"/>	Copiers	<input type="checkbox"/>
Printers	<input type="checkbox"/>	MS Word	<input type="checkbox"/>	MS Excel	<input type="checkbox"/>	MS Access	<input type="checkbox"/>
MS Publisher	<input type="checkbox"/>	Photoshop	<input type="checkbox"/>	Other	<input type="checkbox"/>		<input type="checkbox"/>

Briefly describe the nature of your technology experience (200 words maximum).

Employment History

Provide your work and volunteer history for the past five years. (Please include approximate dates of service, name of business or organization, and position held.)

References

Name:

Email:

Relationship:

Years Known:

Name:

Email:

Relationship:

Years Known:

Class Schedule

Using the check boxes below, please indicate when you are committed to class or other extracurricular activities.

	M	W	F	Class / Activity
8:30 - 9:40				
9:40 - 10:30				
10:30 - 11:40				
11:50 - 1:00				
1:20 - 2:30				
2:40 - 4:00				
4:00 - 5:10				
5:10 - 6:00				
Evening				

This is my _____ schedule.

Schedule clarifications / notes:

	T	R	Class / Activity
8:00 - 9:40			
9:40 - 10:30			
10:30 - 12:10			
12:10 - 12:50			
12:50 - 2:30			
2:40 - 4:20			
4:20 - 6:00			
Evening			

Work Schedule Preferences

Approximately how many hours each week does your schedule allow for work?

Please indicate times that you would prefer to work. (Note: Because we must cover more than 100 hours per week, we will attempt to honor your preferences, but they cannot be guaranteed.)

Monday:

Tuesday:

Wednesday:

Thursday:

Friday:

Saturday:

Sunday: