

**Northwest Nazarene University John E. Riley Library
STUDENT ASSISTANT EMPLOYMENT APPLICATION
2008-2009**

For Library Use Only
Date Received
Contacted
Interviewed
Hiring Decision

Please Note: This application may be kept on file until May 1, 2009. Form is to be completed in your own handwriting. Please do not type.

PERSONAL INFORMATION

Name: _____ Today's Date: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Home Phone: (____) _____ Home email: _____

Cell phone: (____) _____ Campus or Local Address: _____

University Classification for 2008-09: ___Fr ___So ___Jr ___Sr ___ Other _____

Major: _____ Current G.P.A.: _____

Extracurricular activities/hobbies: _____

Number of hours per week you would like to work? _____ (Average is 8-10)

All applicants **must be willing** to work daytime, evening and weekend hours.

Are you interested in working during: Summer _____ Breaks _____

Will you be employed elsewhere? _____ If yes, where and how many hours per week?

Have you been offered work study as part of your financial aid package? _____

SKILLS (Indicate your proficiency in the following areas)

	None	Novice	Intermediate	Expert		None	Novice	Intermediate	Expert
LIBRARY EXPERIENCE:					OFFICE EXPERIENCE:				
Book Shelving					Telephone/Receptionist				
Searching Online Library Catalog					Customer Service				
Book Repair / Mending					Filing				
Operating Microform Equipment					Operating photocopy machines				
OTHER APPLICABLE SKILLS:									

WORK EXPERIENCE

Please attach a copy of your current resume. For your last 2 jobs, provide the name & phone number of your employer, your job title or job description, the dates employed and the reason you left.

REFERENCES

Provide 3 references listing name, occupation, phone number, and if possible e-mail address. References must **not** be family members and must be adults (21 or older). There may be only one from each of the following categories: pastor (may be youth pastor), employer, educator (may be teacher, principal, school counselor).

Name	Occupation	Phone Number	Email

STUDENT POSITIONS AVAILABLE

The library hires students to work in several different areas. Please read the following brief descriptions and **rank the jobs in order of preference** (1 indicates greatest interest). If a job is not open in your preferred area you will be considered for one of the other jobs. Not all jobs are open every school year. All positions require the ability to occasionally lift a minimum of 25 lbs.

Circulation Desk (13-15 positions)

Assists patrons with searching the online catalog, locating materials in the library, checking items in, renewing and checking out. Answers phone, shelves books, collects fines, and assists patrons with copy and microform machines. Good customer service and people skills are important.

Government Documents Clerk (1 position)

Checks in shipments of materials received from the Government Printing Office. Labels, shelves, and maintains card file and computer records for Government Documents collection according to the regulations of the Federal Depository Library Program. Types lists of materials that have been withdrawn.

Periodicals Clerk (1 position)

Does daily check-in, labeling, and security stripping for current subscriptions. Types lists of issues that have been withdrawn and offers to other libraries via email listservs; various other projects related to periodicals.

Reference/Information Desk Assistant (2 positions, minimum GPA of 3.0, not open to first semester freshmen)

Helps patrons find and cite sources for research and in using copy and microform machines. Verifies interlibrary loan requests. Labels and shelves state government documents. Shelves reference materials and works as assistant to library faculty.

Technical Services (2-4 positions)

Processes books and curriculum. Repairs and mends books. Finds materials for outgoing interlibrary loan requests, scans articles and microforms for electronic distribution. Packages and mails materials.

ESSAY

On a separate sheet please write a brief paragraph telling us what makes you a good candidate for this job.

Signature: _____
(By signing this form I certify that I have answered all questions truthfully.)

After completion, please return to:
John E. Riley Library
Northwest Nazarene University
623 Holly Street
Nampa, ID 83686
ATTN: Mrs. Deanna Wilde
208.467.8614
FAX: 208.467.8610