



# Student Employment Application

Libraries & Educational Technologies Department

Return application to Carrier Library, room 111

Position Applied for: \_\_\_\_\_ Department: \_\_\_\_\_

Employment Dates: \_\_\_\_\_  
 Fall (year) Spring (year) Summer (year)

Employment Type:  Institutional Employment  
 Federal Work Study (you **MUST** attach a copy of your financial aid award reflecting your FWS eligibility)

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Full Name: \_\_\_\_\_  
Last First Middle

Permanent Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 \_\_\_\_\_

JMU Local Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 \_\_\_\_\_

Campus P.O. Box: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Expected Graduation Date: \_\_\_\_\_ Cumulative G.P.A: \_\_\_\_\_ Major: \_\_\_\_\_

What interests do you have in this position? \_\_\_\_\_

\_\_\_\_\_

Use this space for any additional information you think would help us evaluate your application (unique accomplishments, skills, or activities):

\_\_\_\_\_

## WORK EXPERIENCE:

List employment positions that you have held. May we contact your present employer?  Yes  No

<b>Job Title:</b>			<b>Duties:</b>	
<b>Employer:</b>				
<b>Address:</b>				
<b>Phone:</b>				
Type of business:				
Immediate Supervisor:				
Dates (mo/yr)		to (mo/yr)		

<b>Job Title:</b>		<b>Duties:</b>	
<b>Employer:</b>			
<b>Address:</b>			
<b>Phone:</b>			
<b>Type of business:</b>			
<b>Immediate Supervisor:</b>			
<b>Dates (mo/yr)</b>		<b>to (mo/yr)</b>	

<b>Job Title:</b>		<b>Duties:</b>	
<b>Employer:</b>			
<b>Address:</b>			
<b>Phone:</b>			
<b>Type of business:</b>			
<b>Immediate Supervisor:</b>			
<b>Dates (mo/yr)</b>		<b>to (mo/yr)</b>	

For purposes of compliance with The Immigration Reform and Control Act, are you legally eligible for employment in the United States?  Yes  No. Under the Immigration Reform and Control Act of 1986, you will be required to fill out a certification verifying that you are eligible to be employed and verifying your identity. Further, you will be required to provide documentation to that effect should you be employed.

**CERTIFICATIONS OR CERTIFICATE OF COMPLETION** (Type, Exp. Date, Certifying Agency; example: CPR, First Aid)

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**AVAILABILITY:**

(1) Please indicate the times of your availability for the current semester:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

(2) Number of hours per week you desire to work: \_\_\_\_\_

(3) Date available to start work: \_\_\_\_\_

(4) Are you currently working elsewhere on campus?  No  Yes

If yes, indicate department: \_\_\_\_\_

**REFERENCES:**

List names, addresses and relationships of three persons not related to you who know your qualifications:

Name	Address	Phone	Relationship

**KNOWLEDGE, SKILLS and ABILITIES (KSA) LISTING:**

INSTRUCTIONS: This list allows you to indicate the knowledge, skills, and abilities (KSA's) you possess. This information is made available to hiring officials and may be used to determine which candidates receive further consideration. Check the box beside the KSA you possess and could use immediately.

**COMPUTING:**

- Format Disks
- Use Excel
- Use Access
- Use Database Software
- Use Spreadsheet Software
- Use MS-DOS Commands
- Use PC
- Macintosh
- Database Programming
- Spreadsheet Programming
- Install Hardware
- Install Software
- Data Entry
- Troubleshoot
- Web Design
- PeopleSoft
  
- PowerPoint
- Use Publisher
- Use FrontPage
- Use Word
- Use e-mail
- HTML writing & editing
- Web Page Design
- Graphics/photo programs familiar with:
  - Adobe Illustrator
  - Adobe Photoshop
  - Others (list):

**LIBRARY:**

- Library Work Experience
- Library Ref. Systems
- Periodicals/Serials
- Inter-Library Loans
- Circulation Services
- Library Acquisitions
- Archiving
- Library Searches
- Cataloging

**MISCELLANEOUS KSA'S:**

- Provide Customer Service
- Supervise Workers
- Teaching/Training/Tutoring
- Work with the Public
- Maintain Inventory
  
- Keep Records/Logs
- Process Forms
- Works with Children
- Works with Special Need Individuals
- Transportation to JMU jobs located off-campus (bus/car)
- Fluency in second language(s)  
List language here:
- Read Music

**OFFICE SUPPORT:**

- Type - General Info.
- Type - Technical Info.
- Type - Manuscripts
- Type - Correspondence
- Type - Forms
- Data Verification
- Use Calculator
- Operate Copier
- Cash Register
- Reception/Registration
- Filing Procedures
- Telephone Protocol
- Accounting/Bookkeeping
- Office Procedures
- Use Scanner
- Typing  
Speed:

**MEDIA**

- 35mm Cameras
- Operate Audio Equip
- Operate Video Equip
- Operate Projector
- Write Copy
- Operate Projector
- Proofreading
- Other:

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**OFFICE USE ONLY DO NOT WRITE IN THIS SPACE**

- |                                      |  |                                    |
|--------------------------------------|--|------------------------------------|
| <input type="checkbox"/> Interviewed | <input type="checkbox"/> Not Interviewed | <input type="checkbox"/> Not Hired |
| <input type="checkbox"/> Phone Call  | <input type="checkbox"/> Letter Sent     | <input type="checkbox"/> Hired     |