

## Library Assistant Employment Application

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

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Authorized to Work in the U.S.? yes no Type of Visa (F-1, J-1): \_\_\_\_\_

Work desired for: Academic Year Summer Both

### Employment History (attach additional sheets if necessary)

Employer name: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Employer address: \_\_\_\_\_ Phone: \_\_\_\_\_

Dates of employment: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Title: \_\_\_\_\_ Duties: \_\_\_\_\_

Employer name: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Employer address: \_\_\_\_\_ Phone: \_\_\_\_\_

Dates of employment: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Title: \_\_\_\_\_ Duties: \_\_\_\_\_

Employer name: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Employer address: \_\_\_\_\_ Phone: \_\_\_\_\_

Dates of employment: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Title: \_\_\_\_\_ Duties: \_\_\_\_\_

**Education Record Information**

Rutgers Student: \_\_\_\_\_yes \_\_\_\_\_no

Status: \_\_\_\_\_Undergraduate \_\_\_\_\_Graduate \_\_\_\_\_Full time \_\_\_\_\_Part time

College: \_\_\_\_\_ Major: \_\_\_\_\_ Yr. of Graduation: \_\_\_\_\_

**Additional Information**

Indicate below  which times you CAN work. Please keep in mind extracurricular activities and travel time between classes when selecting your available hours.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8-9am							
9-10am							
10-11am							
11-12pm							
12-1pm							
1-2pm							
2-3pm							
3-4pm							
4-5pm							
5-6pm							
6-7pm							
7-8pm							
8-9pm							
9-10pm							
10-11pm							
11-12am							
12-1am							
1-2am							

How do you define customer service? \_\_\_\_\_

Have you ever worked for the Rutgers Libraries before? Which library? When? \_\_\_\_\_

Have you ever worked for Rutgers University before? Where? When? \_\_\_\_\_

Please list any special skills that you have (i.e. languages, computer programs):

**BY SIGNING AND SUBMITTING THIS APPLICATION, I AM CERTIFYING ALL OF THE ABOVE INFORMATION TO BE TRUE.**

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