

**HAROLD KOHN VISION SCIENCE LIBRARY
APPLICATION FOR EMPLOYMENT
ACADEMIC YEAR _____
WORK/STUDY PROGRAM**

CONTACT INFORMATION:

NAME _____ CLASS _____ PHONE _____ E-MAIL _____
ADDRESS _____

PREVIOUS LIBRARY WORK EXPERIENCE (Note: Previous library experience is NOT a prerequisite):

Have you worked in a library before? Yes _____ No _____ If yes, when? _____
Please briefly describe your duties: _____

Please describe any other work experience you think would be relevant to a position in the Kohn Library. _____

SCHEDULING PREFERENCES:

Approximately how many hours per week would you like to work? _____

When would you most like to work? Please check all that apply to you:

- _____ Mornings
- _____ Afternoons
- _____ Early evenings (5:00 PM to 8:00 PM)
- _____ Late evening (8:00 PM to 9:30 PM)
- _____ Saturdays (10AM to 2PM)
- _____ Saturdays (1PM to 5PM)
- _____ Sundays (10AM to 2PM)
- _____ Sundays (1PM to 6PM)

Please note that if your application is approved and you accept a position in the Kohn Vision Science Library, you will be expected to sign an agreement confirming that you will adhere to the personnel guidelines below. Please read these guidelines carefully before submitting your application. **THANK YOU FOR YOUR INTEREST.** (Over)

Please sign below to indicate that you have read and understand the following expectations of working in the Library.

1. I am expected to maintain the shift given to me throughout the entire quarter or year (whichever I have specified) and that my absence can result in the Library being closed. This includes exam periods.
2. I am expected to call the Library staff when I will not be able to make my assigned shift or if I will be late. Failure to show up for an assigned shift without prior notice will result in my relinquishing the shift.
3. If working weekends, I am expected to call the Security Desk at ext. 5566 in the event that I cannot make it in to work or will be late. When I anticipate being unable to fill my regular weekend shift, I am expected to find a co-worker among the other work study Library workers who can cover the shift for me, and to inform Library staff of the substitution. If I cannot find suitable coverage, I must inform the Library Director no later than 5PM of the preceding Thursday.
4. If I am away for an extended period of time I will allow at least 2 weeks prior notice to the Library Director.
5. Three absences within a quarter can result in my shift being relinquished to another student on the waiting list.
6. I will not load software, including games, onto Library computers or otherwise misuse, tamper with or interfere with Library equipment in any way.
7. I am expected to follow all Library rules and procedures.
8. I am expected, in conjunction with the Student Services office, to keep track of my allocated work study hours and to make sure that I have not exceeded my limit. Library staff are not informed of my work study allocation and will not know if I have exceeded it.

Signed: _____

Printed Name: _____

Date: _____