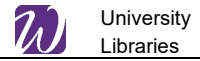


# Student Employment Application



**Personal Information:**

Date of Application: \_\_\_\_\_

Name: \_\_\_\_\_  
(last) (first) (middle initial)

Address: \_\_\_\_\_  
(street) (apt) (city, state) (zip code)

Contact Information: \_\_\_\_\_  
(preferred phone number) (email address)

Projected Graduation Year: \_\_\_\_\_  
(ex: Spring 2024)

Campus:  Whitewater  
 Rock County  
(mark with X)

Are you receiving Work Study?  Yes  No  
 If yes, list allocation per semester: \_\_\_\_\_

Preference is given to Work Study Students but it is not required to be eligible for work at the Andersen Library on Whitewater Campus. It is required for Lenox Library on Rock County Campus at this time.

**Position of Interest:**

Check the position(s) you are interested in. Job descriptions on back.

- Archives       Circulation       Rock County Circulation       Technical Services
- Reference/Gov Docs       Public Relations

Applying for Semester(s):	Fall	Spring	Summer	Available Start Date
(Mark one with an X)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Why do you want to work in the library? How could the library position help you be successful as a UW-Whitewater student?  
 Please list answers in box below or attach a separate document.

Are you currently employed?  Y  N      If yes, where? \_\_\_\_\_

**Previous Employment:** Please list past 3 employers, beginning with most recent.

Employer Name	Dates Employed	Relevant Skills
	<small>(from) (to)</small>	

**Availability:**

How many hours do you want to work per week?  
 (students may work a maximum of 25 hours per week)

Available to work:  
 (check all that apply)

- Mornings   
  Late Nights   
  Afternoons   
  Weekends   
  Evenings

Please mark times that you are **available to work** for the upcoming semester with an **X**.  
 Applications will remain on file for one semester. A new application will need to be submitted for future semesters.

Hours	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
8am - 9am							
9am - 10am							
10am - 11am							
11am - 12pm							
12pm - 1pm							
1pm - 2pm							
2pm - 3pm							
3pm - 4pm							
4pm - 5pm							
5pm - 6pm							
6pm - 7pm							
7pm - 8pm							
8pm - 9pm							
9pm - 10pm							
10pm - 11pm							
11pm - 12am							

**Position Descriptions:**

**Access Services - Circulation Assistant**

Location: Position available at both campuses

A public Service position that assists patrons at the circulation service point, performs tasks to help maintain collection, and other tasks as assigned.

Hours: 8am to 2am

**Access Services - PR Assistant**

Location: Whitewater Campus

This position assists with promotion of library events and materials, as well as circulation tasks when needed. Extra consideration given to students studying graphic design and/ or PR related fields.

Hours: flexible schedules available

**Archives**

Location: Whitewater Campus

An office position performing inventory, research, data entry, shredding confidential materials, assisting patrons, copying, scanning, and other projects as assigned.

Hours: Daytime hours only

**Reference - Reference/Gov Docs Assistant**

Location: Whitewater Campus

Duties include data entry; retrieval and reshelving of items; research, design, assembly of displays; assist with outreach and programming for Reference & Instruction and the Children's/ Curriculum Collections. Process incoming shipments of federal and state (WI) government documents and other duties as assigned by the Government Documents Assistant.

Hours: Daytime hours only

**Technical Services**

Location: Whitewater Campus

An office position for Cataloging, Periodicals, and Systems. Processes materials and helps maintain library collections. Attention to detail is a must.

Hours: Daytime hours only

Please send completed application to [circdesk@uww.edu](mailto:circdesk@uww.edu).

Andersen Library  
 800 W. Main Street  
 Whitewater, WI 53190  
 262-472-5511



Gary J. Lenox Library  
 2909 Kellogg Avenue  
 Janesville, WI 53546  
 608-758-6533