Completing a Student Employment Application for Library Affairs

Instructions for Applicants

- Check the Student Job Board (glass display case) on the wall outside the women's restroom on the first floor of the library for any open positions or the job listings at **lib.siu.edu** under the Employment link.
- Complete **ALL** sections of the application (front and back).
- Fill in *Position(s) Applying For* with the name of the position(s) you are interested in, otherwise enter "general" if you are applying for any position.
- You **MUST** include whether you are eligible for Federal Work Study and the amount available.
  (Your financial aid referral form will list your Federal Work Study availability.)
    - Return the completed application to:
        - The Administrative Offices, *(Morris Library, Room 290) M-F, 8:00 am – 4:30 pm*
        - The Information Desk *(Morris Library, First Floor)* when the Administrative Office is closed.
        - **Applications are also available online at lib.siu.edu under the Employment link.**

Frequently Asked Questions

Q: Are there any openings at the library?

A: **Your application will be held for the semester in which you apply.**
Both undergraduate and graduate student assistant positions are posted on the Student Job Board. Should positions become available during the semester, your application will be considered. Once a position has been filled, the job posting will be removed from the Student Job Board and the online listing.

Q: Do I need to complete an application for each position I'm interested in?

A: Complete only **ONE** application. If you are interested in more than one posted position and must submit your application to multiple locations, staff in the Administrative Offices will make copies of your application.

Q: Who can I talk to about a position I am interested in?

A: If there is a contact name listed on a job posting, you may contact that person regarding the position.

Q: How will I know if I've been chosen to be interviewed?

A: Library staff review applications on file when a position is available and will contact applicants to be interviewed. Completing and submitting an application **DOES NOT** guarantee you will be interviewed.

Student employees are required to be enrolled for a minimum number of credit hours at SIU to be employed in the student employment program. Please check enrollment requirements before applying at http://policies.siu.edu/other_policies/chapter2/studwork.html.

YOU WILL BE CONTACTED ONLY IF YOU HAVE BEEN SELECTED FOR AN INTERVIEW.

You can apply at any time and your application will be kept on file for one semester.

Contact Information
Student Employment Applications
Library Affairs Administration Office
Morris Library Room 290 Mailcode 6632
Southern Illinois University Carbondale
605 Agriculture Drive
Carbondale, IL 62901

SOUTHERN ILLINOIS UNIVERSITY
SIU LIBRARY AFFAIRS
CARBONDALE

Student Employment Application

PLEASE NOTE: Library Affairs only accepts applications for open positions. Any applications submitted when there are no openings will be discarded. Applicants who do not meet the minimum required qualifications outlined in the posted position description, as well as applications received after the posted application deadline, will not receive consideration. <u>Candidates will only be contacted if they have been selected for an interview</u>.

POSITION APPLYING FOR: (CIRCLE ONE) GENERAL / SPECIFIC   IF SPECIFIC, WHAT IS THE TITLE: _____

CIRCLE YEAR: FR   SO   JR   SR   GRAD   TODAY'S DATE: _____

DATE OF APPLICATION:_____   NUMBER OF ENROLLED HOURS FOR FIRST SEMESTER OF
EMPLOYMENT: _____

FULL NAME: _____
                 LAST   FIRST   M.I.

SIU DAWG TAG NUMBER: _____

LOCAL ADDRESS:_____
                    STREET ADDRESS, APT/UNIT #   CITY, STATE, ZIP

PERMANENT
ADDRESS: _____
                    STREET ADDRESS, APT/UNIT #   CITY, STATE, ZIP

PHONE NUMBER(S): _____

E-MAIL ADDRESS: _____

MAJOR: _____   GPA: _____ EXPECTED GRADUATION DATE:
_____

NUMBER OF HOURS ENROLLED: _____ HOURS YOU CAN WORK PER WEEK: _____

ARE YOU ABLE TO WORK DURING UNIVERSITY BREAKS: YES_____   NO_____

DO YOU HAVE A FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA) ON FILE?   YES_____   NO_____
-OR-
REFERRAL FROM INTERNATIONAL STUDENT SERVICES?   YES_____   NO_____

ARE YOU ELIGIBLE FOR FEDERAL WORK STUDY? YES_____ (AMOUNT $_____) NO_____
(ELIGIBILITY CAN BE FOUND ON YOUR FINANCIAL AID STATEMENT. IF YOU QUALIFY, WE MUST KNOW THE AMOUNT.)

WORK EXPERIENCE

ARE YOU CURRENTLY WORKING ON CAMPUS?   YES_____   NO_____

IF YES, WHERE (LOCATION, SUPERVISOR'S NAME/PHONE #)_____

_____

HAVE YOU PREVIOUSLY WORKED ON CAMPUS?   YES_____   NO_____

IF YES, WHERE (LOCATION, SUPERVISOR'S NAME/PHONE #)_____

_____

HAVE YOU PREVIOUSLY WORKED IN MORRIS LIBRARY?   YES_____   NO_____

IF YES, WHERE (LOCATION, SUPERVISOR'S NAME/PHONE #)_____

_____

PREVIOUS EMPLOYMENT (EMPLOYER, LOCATION, PHONE #, REASON FOR LEAVING:

_____

_____

LIBRARY SKILLS/COMPUTER SKILLS:

_____

_____

ARE YOU ABLE TO LIFT 50 LBS OR MORE?   YES_____   NO_____

ANY OTHER SKILLS/KNOWLEDGE THAT MIGHT BE USEFUL: _____

_____

Schedule

PLEASE INDICATE **CLASS SCHEDULE** WITH A "C". INDICATE HOURS AVAILABLE TO **WORK** WITH A "W".

	MON	TUES	WED	THURS	FRI	SAT	SUN
7am-8am							
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							

THE ABOVE SCHEDULE IS FOR THE FOLLOWING SEMESTER (CHECK ONE): FALL _____ SPRING_____ SUMMER_____

DATE AVAILABLE TO WORK: _____