

Prescott Memorial Library
Louisiana Tech University

Student Assistant Regular Fund Employment Application

The Library has a limited regular fund budget which must be monitored closely. Students hired to work in the Library on regular funds, just like those employed on work/study funds, should understand the importance of student assistant duties and responsibilities. Please take a few minutes to complete this application which will be used to determine if you are a possible candidate for employment in the Library to be paid from the regular fund budget if funds are available. You will be contacted for an interview if there is a position available and you meet the Library's requirements for student assistants.

PERSONAL INFORMATION

CWID: _____

Name: _____ Email: _____
 (Last) (First) (MI)
 Cell/Local Phone: _____ Permanent Phone: _____
 Local Address: _____ Apt # _____
 City: _____ State: _____ Zip Code: _____
 Permanent Address: _____ Apt # _____
 City: _____ State: _____ Zip Code: _____
 U.S. citizen? Yes _____ No _____ If No, do you have a J-1 Visa _____ or F-1 _____ Visa?

EDUCATION

	Name	Dates	Course of Study
College/University:			
College/University:			
High School:			

Classification: Freshman _____ Sophomore _____ Junior _____ Senior _____ Graduate _____
 Major(s): _____ Minor(s): _____
 GPA: _____ Graduation Date: _____ Status: full-time _____ part-time _____

SKILLS (check all that apply)

____ Printer/Copier Use & Maintenance	____ Answering Phones	____ Word Processing	____ Email
____ Customer Service	____ Databases	____ Filing	____ Other: _____
____ Cash Handling	____ Proofreading	____ Research	_____
____ Keyboarding (wpm) _____	____ Spreadsheets	____ HTML coding	_____

EMPLOYMENT HISTORY (can attach resume)

Place of employment and supervisor's name	Dates (month/year)	Location (city/state)	Phone	Responsibilities

Have you previously worked for Louisiana Tech University? Yes___ No___

Dept. Name_____ Dept. Name_____

Supervisor_____ Supervisor_____

Dates: From_____ to _____ Dates: From_____ to _____

WORK AVAILABILITY

Number of hours desired: _____ (*Students can work up to 20 hours a week.*)

Do you qualify for Work Study? Yes ___ No ___ Not sure ___

Quarters you are interested in working: Fall___ Winter___ Spring___ Summer___

Are you able to work evenings? Yes___ No___

Are you able to work weekends? Yes___ No___

Are you able to work over breaks? Yes___ No___

REFERENCES

Name:_____ Phone:_____

Relationship to you:_____ How long have you known this person? _____

Name:_____ Phone:_____

Relationship to you:_____ How long have you known this person? _____

Name:_____ Phone:_____

Relationship to you:_____ How long have you known this person? _____

By completing this form, I am indicating that I would like to be considered for a position as a student assistant in the Library to be paid from regular funds. I understand that if I am hired I am responsible for the duties explained to me and for following the policies/procedures established which relate to all student assistants who work in the Library. Should I not fulfill the duties assigned to me or not follow the policies/procedures established which I have indicated I understand, I can be released from my position as a student assistant in the Library if I am hired.

Signature:_____ Date:_____