

HAVERFORD COLLEGE LIBRARY JOB APPLICATION

HAVERFORD ID# _____	TODAY'S DATE _____
Name _____	HC or BMC/Class Yr. _____
Major (if known) _____	Are you on Financial Aid?(circle one) YES / NO
Campus phone _____	Cell phone _____
Campus / Local Address _____	E-mail Address _____
Home Address _____	

Reference(s): _____

Work experience (please list where you have worked, the dates of your employment, and a description of your responsibilities).

Skills: Art/Craft work: _____ Media Equipment: _____ Book repair: _____ Filing/Shelving: _____

Customer Service: _____ Languages(Specify): _____

Computer skills(Specify) : Web development: _____HTML/XML _____Dreamweaver _____Other(Specify)_____

Image Editing: _____Scanning _____Photoshop _____Other(Specify)_____

Working w/data: _____Data Entry _____Databases _____Excel _____Other(Specify)_____

Desktop Support: _____Hardware _____PC _____Mac _____Other(Specify)_____

Are there any other skills pertinent to this application that you feel we should know about?

How many hours can you realistically work each week ?(4 is the min.) _____

Library positions **ranked in order of preference** (see the library's web site [<http://www.haverford.edu/library/>] or booklet in library with job descriptions):

(1) _____

(4) _____

(2) _____

(5) _____

(3) _____

(6) _____

PLEASE TURN OVER AND FULLY COMPLETE 2ND SIDE OF APPLICATION.

Date Received: _____

Hired by: _____pamphlet _____

Ltr. Ackn. Sent: _____

Pass ltr: _____

Interviewed by: _____

Added to payroll: _____ timesheet list _____

payrate: _____ email list: _____

PLEASE COMPLETE THIS SECOND SIDE COMPLETELY

Class Schedule:

Even if only tentative, this must be completed before your application will be considered.

MWF

T Th

Are you willing to work morning shifts? _____

Are you willing to work afternoon shifts? _____

PLEASE KEEP IN MIND THAT MOST OF OUR POSITIONS ARE AVAILABLE ONLY DURING
REGULAR BUSINESS HOURS; M-F, 9-5.

Tell us more about yourself--your personal qualities, ambitions, interests, or anything else that you think we should know when considering your application:

(optional)

Are you considering a degree in librarianship after graduation? _____

PLEASE TAKE A FINAL MOMENT TO REVIEW YOUR APPLICATION FOR ERRORS OR OMISSIONS.
APPLICATIONS MUST BE FILLED OUT COMPLETELY TO BE CONSIDERED FOR A POSITION.