

HAVERFORD COLLEGE LIBRARY JOB APPLICATION

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