

**APPLICATION FOR EMPLOYMENT**  
**M E R I T**  
**Media, Education Resources, & Information Technology**

**1. PERSONAL INFORMATION**

Today's Date	Name		
Phone	Email		
Local Address	City	State	Zip Code
Permanent Address	City	State	Zip Code
Enrolled@ UW-Mad: Y / N	Year in School	Degree Program	Anticipated Graduation Date
Work Study Grant Y / N	Amount of work study grant if applicable		

**2. AREA OF INTEREST:** all positions start at \$7.40 / hour. Please check at least one area of interest. If you are interested in more than one, please indicate your 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> choices.

Library	Help Desk	Media Services
<b>Rank:</b>	<b>Rank:</b>	<b>Rank:</b>
Description: Staff a busy service desk. Answer questions in person & on phone. Search online databases for materials. Some positions: Order and process new materials, check in books and serials. Requires more independent work	Description: Staff busy computer lab. Assist users with various software and hardware (MS Word, graphics). Assist with printing. Manage equipment check-out and return	Description: Work in Graphic Design, Video Production and/or Web Development. Advanced skills may be necessary.

**3. WORK or ACADEMIC EXPERIENCE:** please list any library, IT or media experience first. Include any relevant coursework that you have taken. Your resume may be attached instead.

A. Employer / General Dates of Employment	Job / Duties
B. Employer / General Dates of Employment	Job / Duties

Please list ALL computer software programs with which you are proficient. Also include media equipment or course training & or experience not listed above.

Reference Name	Phone or Email
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#### 4. YOUR SCHEDULE

Total hours you want. Ranges are ok. Students must work at least 8 hrs/ week

Anything important to note about your schedule? Morning person, etc?

**Please mark when you are AVAILABLE to work on the schedule, be sure to include all commitments.**

**YOUR SCHEDULE for SUMMER \_\_\_\_\_** (if applying for summer hours)

HOURS	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00 – 9:00am					
9:00 – 10:00am					
10:00 – 11:00am					
11:00 – 12:00pm					
12:00 – 1:00pm					
1:00 – 2:00pm					
2:00 – 3:00pm					
3:00 – 4:00pm					
4:00 – 5:00pm					

**YOUR SCHEDULE for FALL / SPRING of \_\_\_\_\_**

**The shaded hours on this schedule indicate when MERIT Library is closed.**

HOURS	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
7:00 – 8:00am							
8:00 – 9:00am							
9:00 – 10:00am							
10:00 – 11:00am							
11:00 – 12:00pm							
12:00 – 1:00pm							
1:00 – 2:00pm							
2:00 – 3:00pm							
3:00 – 4:00pm							
4:00 – 5:00pm							
5:00 – 6:00pm							
6:00 – 7:00pm							
7:00 – 8:00pm							
8:00 – 9:00pm							
9:00 – 10:00pm							

**FOR INTERNAL USE ONLY:**

**Please attach interview notes to this application**

Applicant routed to: \_\_\_\_\_

Applicant Interviewed? If yes, when: \_\_\_\_\_

Applicant Contacted: \_\_\_\_\_