



MONTANA STATE UNIVERSITY

**NORTHERN**

*Vande Bozart Library*

P.O. Box 7751 \* Havre, MT 59501 \* 406-265-3706

### Application for Student Employment

For Office Use Only:		
	Date	Initials
Interviewed	_____	_____
Hired?	Yes	No
Work Area	_____	
Rate of Pay	_____	
Financial Aid	Yes	No
If yes, how much?	_____	

### Personal Data Employment Information

Name \_\_\_\_\_

Banner Number \_\_\_\_\_ Email \_\_\_\_\_

Local Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Alternative Phone Number \_\_\_\_\_

Have you ever been convicted of a felony?  Yes  No If yes, explain on a separate sheet

### Employment Information

I would like to work \_\_\_\_\_ Fall semester \_\_\_\_\_ Spring semester \_\_\_\_\_ Summer semester

I would like to work \_\_\_\_\_ hours per week. Date available \_\_\_\_\_

*(Maximum of 20 hours/week combined for all campus employment)*

Year in college \_\_\_\_\_ Freshman \_\_\_\_\_ Sophomore \_\_\_\_\_ Junior \_\_\_\_\_ Senior \_\_\_\_\_ Graduate

Program of Study \_\_\_\_\_ Anticipated Graduation Date \_\_\_\_\_

Do you have a work study award  yes  no Award amount \_\_\_\_\_/year or \_\_\_\_\_/semester

*(Work study is a needs-based Financial Aid program. Eligibility is determined through information gathered on the FAFSA and institutional verification forms. MSU-Northern has limited work study funds.)*

## Experience

List your last three employers or volunteer positions, with the most recent first.

Employer \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Job Title \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Duties Performed

Employer \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Job Title \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Duties Performed

Employer \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Job Title \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Duties Performed

## Work Related References – *List reference we may contact – include: Name, Title, & Phone.*

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# Skills

How experienced are you at these things?

<b>Library Related</b>	<b>Not at all</b>	<b>Some Knowledge</b>	<b>Skilled</b>
Dewey Decimal			
Library of Congress (LC)			
Automated Library System			
Book Mending			
<b>Computer Skills</b>			
Scanner			
MS Word			
Excel			
Access			
Photoshop			
Photo editing			
Troubleshooting problems			
<b>Keyboarding _____ WPM</b>			
<b>Other Skills</b>			
Telephone Receptionist			
Customer/Public Service			
Photocopier			
Cash Register			
Food Service			
Preparing lattes & espressos			

I certify that all the information contained in this application is true and correct to the best of my knowledge. I authorize former employers or references listed to release information to MSU-Northern or employers under the MSU-Northern work study program.

Signature \_\_\_\_\_ Date \_\_\_\_\_

# Availability

Review the schedule below and fill in any times that you are in class or otherwise unavailable to work.

Term/Year \_\_\_\_\_

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8 - 9					
9 - 10					
10 - 11					
11 - 12					
12 - 1					
1 - 2					
2 - 3					
3 - 4					
4 - 5					
5 - 10					