

Temporary Employment Application

Kresge Business Administration Library, Ross School of Business

All employees must work through finals week.

Application date: _____ Email: _____ UMID: _____

Last name: _____ First name: _____

Local address: _____ Local phone: _____

Permanent address: _____ Permanent phone: _____

Previous Experience/References

Company: _____ Phone (include area code): _____

Supervisor/Supervisor title: _____

Job description: _____ Period of employment: _____

Company: _____ Phone (include area code): _____

Supervisor/Supervisor title: _____

Job description: _____ Period of employment: _____

Have you ever worked with the public? ☐ Yes ☐ No

If yes, where: _____ Duties: _____

Student Status

Do you qualify for work-study employment? ☐ Yes ☐ No

Year of study: ☐ Freshman ☐ Sophomore ☐ Junior ☐ Senior ☐ Graduate student

School/Major: _____ Expected graduation date: _____

Term for which you are applying: ☐ Fall ☐ Winter ☐ Spring ☐ Summer Year: _____

How many credits are you taking in the above term? _____

If hired, would you plan to work in the term(s) following the one indicated? ☐ Yes ☐ No

Special Skills

Have you ever worked in a library? ☐ Yes ☐ No

If yes, duties: _____

Have you ever worked with computers? ☐ Yes ☐ No

If yes, what kind: _____ Applications used: _____

Scheduling

How many hours per week would you like to work? _____

Can you work evenings? ☐Yes ☐No

Can you work weekends? ☐Yes ☐No

Can you work 10pm-2am? ☐Yes ☐No

If yes, which days? ☐Sunday ☐Monday ☐Tuesday ☐Wednesday ☐Thursday

Will your schedule allow you to substitute? ☐Yes ☐No

Do you plan to attend Michigan football games? ☐Yes ☐No

Please indicate when you have class or are busy (C) and hours when you can work (W):

Sun			10-11	11-12	12-1	1-2	2-3	3-4	4-5	5-6	6-7	7-8	8-9	9-10	10-11	11-12	12-1	1-2
Mon	7:30-9	9-10	10-11	11-12	12-1	1-2	2-3	3-4	4-5	5-6	6-7	7-8	8-9	9-10	10-11	11-12	12-1	1-2
Tues	7:30-9	9-10	10-11	11-12	12-1	1-2	2-3	3-4	4-5	5-6	6-7	7-8	8-9	9-10	10-11	11-12	12-1	1-2
Wed	7:30-9	9-10	10-11	11-12	12-1	1-2	2-3	3-4	4-5	5-6	6-7	7-8	8-9	9-10	10-11	11-12	12-1	1-2
Thurs	7:30-9	9-10	10-11	11-12	12-1	1-2	2-3	3-4	4-5	5-6	6-7	7-8	8-9	9-10	10-11	11-12	12-1	1-2
Fri	7:30-9	9-10	10-11	11-12	12-1	1-2	2-3	3-4	4-5	5-6	6-7	7-8	8-9	9-10	10-11	11-12	12-1	1-2
Sat			10-11	11-12	12-1	1-2	2-3	3-4	4-5	5-6	6-7	7-8	8-9	9-10	10-11	11-12	12-1	1-2

Why do you want this job?

What skills qualify you for this job?

What is your definition of customer service?

Positions

Please indicate first choice (1), second choice (2), third choice (3) or interested (X).

_____ Circulation Desk

Shifts are available for all times, including evenings and weekends. Duties: Handle patron inquiries for reserve materials, check books in and out, answer directional questions, answer phone, run cash register, help patrons locate items in the library by searching the library catalog, etc.

\$9.00/hour

_____ Document Retrieval Service Assistant

Weekday hours only. Duties: Retrieve articles and books for Business School Faculty from various campus libraries. Access databases and use copy machines & microform equipment.

\$9.00/hour

_____ Technical Services Assistant

Weekday hours only. 10-20 hours per week. Duties: Assist the Technical Services Staff with book and periodical processing as necessary, as well as database maintenance. Prior library experience is not necessary.

\$9.00/hour

Note: You may be assigned other duties within the library as needed.

After you are hired we are required by law to verify an applicant's identity AND employment eligibility before placing him/her on the University payroll.

Each of the following can be used to verify identity AND employment eligibility:

- United States passport
- Certificate of United States Citizenship
- Certificate of Naturalization
- Unexpired foreign passport with attached Employment Authorization
- Alien Registration Card with photograph

List A Documents that establish both identity and employment eligibility. <i>(Only one needed. More examples on I-9 form.)</i> <ul style="list-style-type: none">• U.S. Passport (unexpired or expired)• Certificate of U.S. Citizenship	List B Documents that establish identity. <i>(One from B and C. More examples on I-9 form.)</i> <ul style="list-style-type: none">• Driver's license• School ID (with picture)	List C Documents that establish identity and employment eligibility. <i>(One from B and C. More examples on I-9 form.)</i> <ul style="list-style-type: none">• U.S. Social Security Card• Birth Certificate
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