

# **INSTRUCTIONS FOR APPLYING TO THE LIBRARY LAB**

1. You must be a Federal Work-Study student to work in the lab. If you have not made an appointment with Federal Work-Study Coordinator in Financial Aid, please go to the Financial Aid Web page ([http://www.kean.edu/KU/Federal - Work-Study-Program](http://www.kean.edu/KU/Federal-Work-Study-Program)) and then click on Appointment) and make an on-line appointment with the coordinator. I will need the white approval sheet that the coordinator will give you.
2. Fill out the attached application completely.
3. Fill out the class grid to include all your class hours. Black out areas where you will have repeated personal appointments for tutoring, dental/medical appointments, etc.
4. Next, fill in the hours that you can work. You must work a minimum of ten hours per week in the lab.
5. You will need two letters of reference
6. Upon completion of the application, make a copy of your Kean ID and KEANWISE schedule and attach them to the application.
7. Give Holly Hoffman your application and make an appointment for an interview.

**LIBRARY  
STUDENT TECHNOLOGY LABORATORY  
APPLICATION**

\_\_\_\_\_ **SEMESTER**

**Date** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Student ID #** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_

**Undergraduate - Year I will graduate** \_\_\_\_\_

**Graduate - Year I will graduate** \_\_\_\_\_

**Financial Aid**

**How did you hear about the job?**

**Friend/Relative**

**Library Website**

**STL Website**

**Other - Explain**

## **SCHEDULE**

### **Available to work during: DAYTIME**

- 8 a.m. to 10 a.m.**
- 10 a.m. to 12 p.m.**
- 12 p.m. to 2 p.m.**
- 2 p.m. to 4 p.m.**

### **EVENING**

- 4 p.m. to 6 p.m.**
- 6 p.m. to 8 p.m.**
- 8 p.m. to 10 p.m.**
- 10 p.m. to 12 a.m.**

### **WEEKEND**

- Sat. 9 a.m. to 11 a.m.**
- Sat. 11 a.m. to 1 p.m.**
- Sat. 1 p.m. to 4 p.m.**
  
- Sun. 1 p.m. to 3 p.m.**
- Sun. 3 p.m. to 5 p.m.**
- Sun. 5 p.m. to 7 p.m.**
- Sun. 7 p.m. to 10 p.m.**

### **YOU MUST ATTACH THE FOLLOWING:**

- Copy of your Kean ID**
- Copy of your KeanWISE Schedule**

**Please describe your previous work experience, if any:**

**What is your customer service experience? Do you have any previous experience in customer service? Please explain:**

**Please describe what working goals you would set for yourself in the lab during the next semester. How would you interact with the students? with your co-workers? with your supervisor?**

**Please rate your knowledge with the various software packages from 1 to 5 with 5 being the best:**

**MS Word 2010** \_\_\_\_\_  
**MS Excel 2010** \_\_\_\_\_  
**MS Access 2010** \_\_\_\_\_  
**MS PowerPoint 2010** \_\_\_\_\_  
**MS Publisher 2010** \_\_\_\_\_  
**Windows 7** \_\_\_\_\_  
**7-Zip File Manager** \_\_\_\_\_  
**Sharepoint** \_\_\_\_\_  
**Office Project** \_\_\_\_\_  
**MS Visio 2007** \_\_\_\_\_  
**Google Docs** \_\_\_\_\_  
**KeanGoogle** \_\_\_\_\_  
**Blackboard** \_\_\_\_\_  
**KeanWISE** \_\_\_\_\_  
**Adobe Photoshop Reader** \_\_\_\_\_  
**SPSS** \_\_\_\_\_  
**Scanner** \_\_\_\_\_

**Are you familiar with the QWERTY keyboard?**  **Yes**  **No**  
**What is your typing speed?**\_\_\_\_\_

**HP Printers - explain experience with this type of printer**

**ARE YOU EMPLOYED ON CAMPUS NOW?   YES   NO**

**LIST PREVIOUS EMPLOYMENT:**

<b>Company</b>	<b>Title</b>	<b>Dates Employed</b>
<hr/>		
<hr/>		
<hr/>		
<hr/>		

Hour	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8 a.m.							
9 a.m.							
10 a.m.							
11 a.m.							
12 p.m.							
1 p.m.							
2 p.m.							
3 p.m.							
4 p.m.							

Hour	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
5 p.m.							
6 p.m.							
7 p.m.							
8 p.m.							
9 p.m.							
10 p.m.							
11 p.m.							



