



UNIVERSITY OF
ST. THOMAS
DOHERTY LIBRARY

Application for Doherty Library Student Worker

The Doherty Library offers current UST students the opportunity to assist the UST community and guests in the library while gaining valuable work experience. Please read carefully, fill out completely and email your application to [Handshake.com](https://www.handshake.com) and to circulation@stthom.edu. Attach resume if available.

Contact Information:

Date _____ Student ID # _____

Name _____
First MI Last

Phone Number _____ Email Address _____

Permanent Address _____

Emergency Contact Name _____ Phone Number _____

Academic Information:

Do you receive work-study? (circle) Yes/ No Do you want to work over the summer? (circle) Yes/ No

Major _____ Expected Graduation _____

Classification: (circle) Freshmen/ Sophomore/ Junior/ Senior/ Grad

Can you legally work in the United States? (circle) Yes/ No Do you have an SSN? (circle) Yes/ No

Work/ Volunteer/ Character References *(Must Provide Two):*

Company _____ Manager _____

Phone Number _____ Email Address _____

Can we call for a reference? (circle) Yes/ No

Company _____ Manager _____

Phone Number _____ Email Address _____

Can we call for a reference? (circle) Yes/ No

Application continued on other side...

Availability:

How many hours would you like to work per week (10-20 hours allowed)? _____

Library Fall/ Spring Hours	Times you are available to work:	Library Summer Hours	Times you are available to work [Optional]:
Monday 7:30am – 11pm*		Monday 7:45am – 9pm*	
Tuesday 7:30am – 11pm*		Tuesday 7:45am – 9pm*	
Wednesday 7:30am – 11pm*		Wednesday 7:45am – 9pm*	
Thursday 7:30am – 11pm*		Thursday 7:45am – 9pm*	
Friday 7:30am – 6pm*		Friday 7:45am – 6pm*	
Saturday 9:45am – 6pm**		Saturday 9:45am – 6pm**	
Sunday 12:45pm – 11pm**		Sunday 12:45pm – 6pm**	

* New student workers are required to work at least one opening or one closing shift (minimum two-hour shift)

**New student workers are required to work at least one day on weekends (minimum two-hour shift)

Personal Information:

Please explain your interest in working in the library.

Explain your experience using information resources in an academic library, in person or online.

Do you have any previous costumer service experience or skills? Please explain.

Explain your computer skills (Word, Excel, Outlook, etc.).

For upcoming terms, please update or resubmit the times that you are available to work each term. Applications are kept for one-term year; please check in on process as needed. PLEASE READ CAREFULLY BEFORE FILLING OUT – INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

FOR OFFICE USE ONLY	
Date Received: _____	Interviewer: _____
Date Interviewed: _____	Start Date: _____
Date Hired: _____	