

BLACK HILLS STATE UNIVERSITY LIBRARY AND LEARNING CENTER

STUDENT EMPLOYEE APPLICATION

DO YOU QUALIFY FOR FEDERAL WORKSTUDY? **Y/N** (AS INDICATED ON YOUR FINANCIAL AID AWARD LETTER)

LIBRARY DEPARTMENT PREFERENCE _____

NAME _____ EMAIL ADDRESS _____

ADDRESS _____ CELL PHONE _____

PERMANENT PHONE NUMBER _____ SCHOOL PHONE _____

EMERGENCY CONTACT NAME & PHONE NUMBER _____

EDUCATION

NAME OF SCHOOL _____ AREA OF STUDY _____

CURRENT CLASS STATUS _____ FR _____ SO _____ JR _____ SR _____ GRAD

MAJOR _____ MINOR _____

HAVE YOU PREVIOUSLY BEEN EMPLOYED AT BHSU? _____ WHERE? _____

SUPERVISOR NAME AND CONTACT INFO _____

SKILLS

SPECIAL SKILLS (TYPING, COMPUTER WORK, ETC) _____

INTERESTS _____

AWARDS/HONORS/ACHIEVEMENTS _____

AVAILABILITY

PLEASE LIST THE TIMES YOU ARE AVAILABLE TO WORK AND ATTACH A COPY OF YOUR CLASS SCHEDULE

<u>FALL</u>	<u>SPRING</u>
MONDAY	MONDAY
TUESDAY	TUESDAY
WEDNESDAY	WEDNESDAY
THURSDAY	THURSDAY
FRIDAY	FRIDAY
SAT/SUN	SAT/SUN

REFERENCES

NAME/ADDRESS

PHONE NUMBER

WORK EXPERIENCE

DESCRIBE YOUR LONGEST AND MOST IMPORTANT (INCLUDING MILITARY SERVICE, FARM WORK, COLLEGE POSITIONS, VOLUNTEER WORK, ETC.) BEGIN WITH YOUR MOST RECENT JOB.

COMPANY NAME _____ BUSINESS PHONE # _____

ADDRESS _____

DURATION OF EMPLOYMENT _____ RATE OF PAY _____ / _____ JOB TITLE _____

DUTIES/SKILLS USED _____

REASON FOR LEAVING _____

COMPANY NAME _____ BUSINESS PHONE # _____

ADDRESS _____

DURATION OF EMPLOYMENT _____ RATE OF PAY _____ / _____ JOB TITLE _____

DUTIES/SKILLS USED _____

REASON FOR LEAVING _____

CERTIFICATION: I CERTIFY THAT ANSWERS GIVEN HEREIN ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT MY STUDENT EMPLOYMENT IS CONDITIONAL AND BASED ON THE FOLLOWING: SATISFACTORY PERFORMANCE OF THE JOB AS DESCRIBED, AND ADHERENCE TO THE BHSU STUDENT EMPLOYMENT POLICIES AND PROCEDURES MANUAL.

STUDENT SIGNATURE _____ DATE _____

PLEASE RETURN THIS APPLICATION FORM TO THE LIBRARY. APPLICATIONS CAN ALSO BE SENT TO:

**RHIANNON PATTERSON
BLACK HILLS STATE UNIVERSITY
E.Y. BERRY LIBRARY – LEARNING CENTER
1200 UNIVERSITY STREET UNIT 9676
SPEARFISH SD 57799-9676
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