

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 _____

PHONE _____ STUDENT ID NUMBER _____

EMERGENCY CONTACT NAME & PHONE NUMBER _____

EDUCATION

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

- 1.) _____
- 2.) _____

WORK EXPERIENCE

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

1.) COMPANY NAME _____ BUSINESS PHONE _____

ADDRESS _____

DURATION OF EMPLOYMENT _____ RATE OF PAY \$ _____ / HR

JOB TITLE _____

DUTIES/SKILLS _____

REASON FOR LEAVING _____

2.) COMPANY NAME _____ BUSINESS PHONE _____

ADDRESS _____

DURATION OF EMPLOYMENT _____ RATE OF PAY \$ _____ / HR

JOB TITLE _____

DUTIES/SKILLS _____

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 INFORMATION DESK.

APPLICATIONS CAN ALSO BE SENT TO:

NIKOLE DIDIER

BLACK HILLS STATE UNIVERSITY

E.Y. BERRY LIBRARY – LEARNING CENTER

1200 UNIVERSITY STREET UNIT 9676

SPEARFISH SD 57799-9676

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