

How to fill out the application on a computer:

1. Open the application with **Adobe Acrobat Reader**
2. Click on **Fill & Sign** (located on the right side).
3. Enter your information into the application.
4. Under the 'Weekly Availability' section, type an **X** into any time that you are not available to work.
5. To sign the application, click the pen "**Sign**" icon near the top. (This will allow you to place a signature on the signature line.
6. **Save** the application as a PDF to your computer using File -> Save As... name it: [your name] Nicholson Application.pdf
7. Close the file & then reopen it to make sure everything is still filled out.
  - a. If it is, proceed to step 8.
  - b. If it is not, repeat the process because a step was likely missed.
8. Attach the file: [your name] Nicholson Application.pdf to an email to Bahram Refaei ([brefaei@linfield.edu](mailto:brefaei@linfield.edu))

## Nicholson Library Application for Student Employment

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Current Year in school: Fr \_\_\_ So \_\_\_ Jr \_\_\_ Sr \_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Campus Address: \_\_\_\_\_

Term Applying for Fall: \_\_\_\_\_ Jan: \_\_\_\_\_ Spring: \_\_\_\_\_

Work-Study: Amount of dollars awarded: \_\_\_\_\_ # of hours wanting to work / week: \_\_\_\_\_

Any other campus jobs? \_\_\_\_\_ # of hours per week there? \_\_\_\_\_

Major: \_\_\_\_\_ GPA: High School: \_\_\_\_\_ College: \_\_\_\_\_

Mark the positions you are interested in applying for, some of the duties are described below:

\_\_\_\_\_ **Circulation:** Front desk, shelving books, answering phones, customer service, Weekend and nights required.

\_\_\_\_\_ **EMS (Educational Media Services):** EMS Lab assistant, classroom technology support & deliveries, event support, shelving materials. Weekend and nights required.

### Skills/Experience in:

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> prioritizing duties                    | <input type="checkbox"/> customer service                     | <input type="checkbox"/> photo editing             |
| <input type="checkbox"/> following instructions                 | <input type="checkbox"/> detail-oriented                      | <input type="checkbox"/> video editing             |
| <input type="checkbox"/> good listening skills                  | <input type="checkbox"/> proofreading                         | <input type="checkbox"/> audio editing             |
| <input type="checkbox"/> good verbal communication              | <input type="checkbox"/> teamwork                             | <input type="checkbox"/> installing programs       |
| <input type="checkbox"/> good written communication             | <input type="checkbox"/> data entry                           | <input type="checkbox"/> setting up a sound system |
| <input type="checkbox"/> work well with minimal supervision     | <input type="checkbox"/> Mac <input type="checkbox"/> Windows | <input type="checkbox"/> assemble a computer       |
| <input type="checkbox"/> Library of Congress classification     | <input type="checkbox"/> iOS <input type="checkbox"/> Android | <input type="checkbox"/> working with hand tools   |
| <input type="checkbox"/> worked/volunteered in a library before | <input type="checkbox"/> basic computer skills                | <input type="checkbox"/> valid driver's license    |

List any sports, organizations, hobbies, or activities involved in: \_\_\_\_\_

### Employment & Volunteering history:

Place	Dates	Title/ job duties
1) _____	_____	_____
2) _____	_____	_____

What interests you most about working in the library? \_\_\_\_\_

Please add any additional information you feel is important: \_\_\_\_\_

## Weekly Availability

Name \_\_\_\_\_ # of hrs / week \_\_\_\_\_

Instructions: **Cross out or darken** any times that you are **not available** to work. Anything left blank will be considered available to work. **Take note** of the different time ranges.

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

Comments/preferences: \_\_\_\_\_  
 \_\_\_\_\_

I understand that filling out an application for employment does not guarantee employment. All information provided is correct to the best of my knowledge and understanding.

Signature \_\_\_\_\_

Date \_\_\_\_\_