APPLICATION FOR EMPLOYMENT

Media, Education Resources & Information Technology

(Please note: MERIT accepts applications year-round and will keep applications on file for consideration for positions as they become available)

1. PERSONAL INFORMATION

Today's Date	Name
Phone	Email

Local Address	City	State	Zip Code
Permanent Address	City	State	Zip Code

No Enrolled@ UW-Mad: Y / N	Other Year in School	Degree Program	Anticipated Graduation Date

No Work Study Grant Y / N	Amount of work study grant if applicable

2. AREA OF INTEREST: Most positions start at $7.40 / hour. Please check at least one area of interest. If you are interested in more than one, please indicate your 1st, 2nd, and 3rd choices.

MEDIA No Pre	Types of positions available: Work with design, development, & production of various media: Graphic Design, Video Production, Web Site Development, &/or support of instruction and instructional design. Students with experience, coursework or a strong interest in Art, Communication Arts, Journalism, &/or Computer Science are especially encouraged to apply.
EDUCATION RESOURCES No pre	Types of positions available: Work with the library staff in one of several areas: Circulation – resolve patron questions, shelve & circulate materials (including digital equipment). Technical Services – order and process new library materials. Information Desk / Reference Services assist patrons with education research related searches and production of education related work. Assist in our computer lab and classrooms. Students with experience, coursework or a strong interest in the School of Education &/or School of Library & Information Studies are especially encouraged to apply.
INFORMATION TECHNOLOGY No Pre	Types of positions available: Work with School of Education Users at a busy help desk/call center. Help users with various software, hardware and network questions. Work with classroom instructors assisting with classroom technologies (interactive white boards, computer/projector connections). Students with experience, coursework or a strong interest in Computer Science, Electrical Engineering, or departments in the School of Education are especially encouraged to apply.

3. WORK or ACADEMIC EXPERIENCE: please list any library, IT or media experience first. Include any relevant coursework that you have taken. **Your resume may be attached instead.**

A. Employer / General Dates of Employment	Job / Duties
B. Employer / General Dates of Employment	Job / Duties
Reference Name / Relationship	Contact Information (Phone/Email)

4. SKILLS & INTERESTS

To get a better sense of your skills and interests, please go to this website and fill out our questionnaire.
Survey available at: **http://tiny.cc/meritsurvey**

5. YOUR SCHEDULE

Total hours you want. Ranges are ok. Students must work at least 8 hrs/ week	Anything important to note about your schedule? Morning person, etc?

Please mark when you are AVAILABLE to work on the schedule, be sure to include all commitments.

YOUR SCHEDULE for SUMMER _____ (if applying for summer hours)

HOURS	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00 – 9:00am	Partial availability	Partial availability	Partial availability	Partial availability	Partial availability
9:00 – 10:00am	Partial availability	Partial availability	Partial availability	Partial availability	Partial availability
10:00 – 11:00am	Partial availability	Partial availability	Partial availability	Partial availability	Partial availability
11:00 – 12:00pm	Partial availability	Partial availability	Partial availability	Partial availability	Partial availability
12:00 – 1:00pm	Partial availability	Partial availability	Partial availability	Partial availability	Partial availability
1:00 – 2:00pm	Partial availability	Partial availability	Partial availability	Partial availability	Partial availability
2:00 – 3:00pm	Partial availability	Partial availability	Partial availability	Partial availability	Partial availability
3:00 – 4:00pm	Partial availability	Partial availability	Partial availability	Partial availability	Partial availability
4:00 – 5:00pm	Partial availability	Partial availability	Partial availability	Partial availability	Partial availability

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YOUR SCHEDULE for FALL / SPRING of _____

The shaded hours on this schedule indicate when MERIT Library is closed.

HOURS	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
7:00 – 8:00am		Partial availability	Partial availability	Partial availability	Partial availability	Partial availability	
8:00 – 9:00am		Partial availability	Partial availability	Partial availability	Partial availability	Partial availability	
9:00 – 10:00am		Partial availability	Partial availability	Partial availability	Partial availability	Partial availability	
10:00 – 11:00am		Partial availability	Partial availability	Partial availability	Partial availability	Partial availability	
11:00 – 12:00pm		Partial availability	Partial availability	Partial availability	Partial availability	Partial availability	
12:00 – 1:00pm	Partial availability	Partial availability	Partial availability	Partial availability	Partial availability	Partial availability	
1:00 – 2:00pm	Partial availability	Partial availability	Partial availability	Partial availability	Partial availability	Partial availability	
2:00 – 3:00pm	Partial availability	Partial availability	Partial availability	Partial availability	Partial availability	Partial availability	
3:00 – 4:00pm	Partial availability	Partial availability	Partial availability	Partial availability	Partial availability	Partial availability	
4:00 – 5:00pm	Partial availability	Partial availability	Partial availability	Partial availability	Partial availability	Partial availability	
5:00 – 6:00pm	Partial availability	Partial availability	Partial availability	Partial availability	Partial availability		
6:00 – 7:00pm	Partial availability	Partial availability	Partial availability	Partial availability	Partial availability		
7:00 – 8:00pm	Partial availability	Partial availability	Partial availability	Partial availability	Partial availability		
8:00 – 9:00pm	Partial availability	Partial availability	Partial availability	Partial availability	Partial availability		
9:00 – 10:00pm	Partial availability	Partial availability	Partial availability	Partial availability	Partial availability		

Submit by Email

Print Form