

# Temporary Employment Application

*Kresge Business Administration Library, Ross School of Business*

*All employees must work through finals week.*

Application date: \_\_\_\_\_ Email: \_\_\_\_\_ UMID: \_\_\_\_\_

Last name: \_\_\_\_\_ First name: \_\_\_\_\_

Local address: \_\_\_\_\_ Local phone: \_\_\_\_\_

Permanent address: \_\_\_\_\_ Permanent phone: \_\_\_\_\_

## Previous Experience/References

Company: \_\_\_\_\_ Phone (include area code): \_\_\_\_\_

Supervisor/Supervisor title: \_\_\_\_\_

Job description: \_\_\_\_\_ Period of employment: \_\_\_\_\_

Company: \_\_\_\_\_ Phone (include area code): \_\_\_\_\_

Supervisor/Supervisor title: \_\_\_\_\_

Job description: \_\_\_\_\_ Period of employment: \_\_\_\_\_

Have you ever worked with the public? Yes No

If yes, where: \_\_\_\_\_ Duties: \_\_\_\_\_

## Student Status

Do you qualify for work-study employment? Yes No

Year of study: Freshman Sophomore Junior Senior Graduate student

School/Major: \_\_\_\_\_ Expected graduation date: \_\_\_\_\_

Term for which you are applying: Fall Winter Spring Summer Year: \_\_\_\_\_

How many credits are you taking in the above term? \_\_\_\_\_

If hired, would you plan to work in the term(s) following the one indicated? Yes No

## Special Skills

Have you ever worked in a library? Yes No

If yes, duties: \_\_\_\_\_

Have you ever worked with computers? Yes No

If yes, what kind: \_\_\_\_\_ Applications used: \_\_\_\_\_

## Scheduling

How many hours per week would you like to work? \_\_\_\_\_

Can you work evenings? Yes No

Can you work weekends? Yes No

Can you work 10pm-2am? Yes No

If yes, which days? Sunday Monday Tuesday Wednesday Thursday

Will your schedule allow you to substitute? Yes No

Do you plan to attend Michigan football games? Yes No

**Please indicate when you have class or are busy (C) and hours when you can work (W):**

<b>Sun</b>			10-11	11-12	12-1	1-2	2-3	3-4	4-5	5-6	6-7	7-8	8-9	9-10	10-11	11-12	12-1	1-2
<b>Mon</b>	7:30-9	9-10	10-11	11-12	12-1	1-2	2-3	3-4	4-5	5-6	6-7	7-8	8-9	9-10	10-11	11-12	12-1	1-2
<b>Tues</b>	7:30-9	9-10	10-11	11-12	12-1	1-2	2-3	3-4	4-5	5-6	6-7	7-8	8-9	9-10	10-11	11-12	12-1	1-2
<b>Wed</b>	7:30-9	9-10	10-11	11-12	12-1	1-2	2-3	3-4	4-5	5-6	6-7	7-8	8-9	9-10	10-11	11-12	12-1	1-2
<b>Thurs</b>	7:30-9	9-10	10-11	11-12	12-1	1-2	2-3	3-4	4-5	5-6	6-7	7-8	8-9	9-10	10-11	11-12	12-1	1-2
<b>Fri</b>	7:30-9	9-10	10-11	11-12	12-1	1-2	2-3	3-4	4-5	5-6	6-7	7-8	8-9	9-10	10-11	11-12	12-1	1-2
<b>Sat</b>			10-11	11-12	12-1	1-2	2-3	3-4	4-5	5-6	6-7	7-8	8-9	9-10	10-11	11-12	12-1	1-2

Why do you want this job?

What skills qualify you for this job?

What is your definition of customer service?

## Positions

Please indicate first choice (1), second choice (2), third choice (3) or interested (X).

### \_\_\_\_\_ Circulation Desk

Shifts are available for all times, including evenings and weekends. Duties: Handle patron inquiries for reserve materials, check books in and out, answer directional questions, answer phone, run cash register, help patrons locate items in the library by searching the library catalog, etc.

\$9.00/hour

### \_\_\_\_\_ Document Retrieval Service Assistant

Weekday hours only. Duties: Retrieve articles and books for Business School Faculty from various campus libraries. Access databases and use copy machines & microform equipment.

\$9.00/hour

### \_\_\_\_\_ Technical Services Assistant

Weekday hours only. 10-20 hours per week. Duties: Assist the Technical Services Staff with book and periodical processing as necessary, as well as database maintenance. Prior library experience is not necessary.

\$9.00/hour

**Note: You may be assigned other duties within the library as needed.**

---

After you are hired we are required by law to verify an applicant's identity AND employment eligibility before placing him/her on the University payroll.

**Each of the following can be used to verify identity AND employment eligibility:**

- United States passport
- Certificate of United States Citizenship
- Certificate of Naturalization
- Unexpired foreign passport with attached Employment Authorization
- Alien Registration Card with photograph

<b>List A</b>	<b>List B</b>	<b>List C</b>
<p>Documents that establish both identity and employment eligibility.</p> <p><i>(Only one needed. More examples on I-9 form.)</i></p> <ul style="list-style-type: none"><li>• U.S. Passport (unexpired or expired)</li><li>• Certificate of U.S. Citizenship</li></ul>	<p>Documents that establish identity.</p> <p><i>(One from B and C. More examples on I-9 form.)</i></p> <ul style="list-style-type: none"><li>• Driver's license</li><li>• School ID (with picture)</li></ul>	<p>Documents that establish identity and employment eligibility.</p> <p><i>(One from B and C. More examples on I-9 form.)</i></p> <ul style="list-style-type: none"><li>• U.S. Social Security Card</li><li>• Birth Certificate</li></ul>