



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
Enrolled@ UW-Mad: Y / N	Year in School	Degree Program		Anticipated Graduation Date	
Work Study Grant Y / N	Amount of work study grant if applicable				

2. AREA OF INTEREST: Most positions start at \$8.00 / 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	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	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. Service 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	Types of positions available: Work with School of Education Users at a busy service/help desk. 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. 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					
9:00 – 10:00am					
10:00 – 11:00am					
11:00 – 12:00pm					
12:00 – 1:00pm					
1:00 – 2:00pm					
2:00 – 3:00pm					
3:00 – 4:00pm					
4:00 – 5:00pm					

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							
8:00 – 9:00am							
9:00 – 10:00am							
10:00 – 11:00am							
11:00 – 12:00pm							
12:00 – 1:00pm							
1:00 – 2:00pm							
2:00 – 3:00pm							
3:00 – 4:00pm							
4:00 – 5:00pm							
5:00 – 6:00pm							
6:00 – 7:00pm							
7:00 – 8:00pm							
8:00 – 9:00pm							
9:00 – 10:00pm							