



Veterinary Medical Library Student Employee Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Manhattan Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Permanent Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email: _____

Date Available: _____ Eligible for Work-Study? ☐ YES ☐ NO If yes, how much? \$ _____

Current GPA: _____ Major: _____ University Status: _____

Number of Hours Enrolled in Next Term: _____ Date Leaving KSU: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? ☐ YES ☐ NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? ☐ YES ☐ NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? ☐ YES ☐ NO Degree: _____

References

Please list three references. One must be a professional reference.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Is this a professional reference? YES NO
☐ ☐

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Is this a professional reference? YES NO
☐ ☐

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Is this a professional reference? YES NO
☐ ☐

Please list the name and phone number of your last immediate supervisor if different from your reference list:

Full Name: _____ Phone Number: _____ May we contact? YES NO
☐ ☐

Previous Employment

List your employment history for the past 3 years starting with the most recent employment.

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO
☐ ☐

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Special Skills

Languages: _____

Computer Experience
(ex: Microsoft Office): _____

Library Experience or
Knowledge (ex: LC system): _____

Print Graphics/Copy Center
Experience: _____

Office or Other Special Skills: _____

Typing: YES ☐ NO ☐ Words Per Minute (WPM) if known: _____

Scheduling and Availability

Are you willing to work (select all that apply):

Fall Semester ☐ Spring Semester ☐

How many hours are you willing to work per week?
(select all that apply)

5-10 Hours ☐ 11-15 Hours ☐ 16-20 Hours ☐ 21+ Hours ☐

Are you willing to work (select all that apply):

Saturdays ☐ Sundays ☐ Nights ☐ Summer Break ☐

Winter Break ☐ Spring Break ☐ Thanksgiving Break ☐ Other Breaks ☐

*Please check off all hours you **are** available to work*

Monday:	7:40-8am <input type="checkbox"/>	8-9am <input type="checkbox"/>	9-10am <input type="checkbox"/>	10-11am <input type="checkbox"/>
	11-12pm <input type="checkbox"/>	12-1pm <input type="checkbox"/>	1-2pm <input type="checkbox"/>	2-3pm <input type="checkbox"/>
	3-4pm <input type="checkbox"/>	4-5pm <input type="checkbox"/>	4:45-10pm <input type="checkbox"/>	

Tuesday:	7:40-8am <input type="checkbox"/>	8-9am <input type="checkbox"/>	9-10am <input type="checkbox"/>	10-11am <input type="checkbox"/>
	11-12pm <input type="checkbox"/>	12-1pm <input type="checkbox"/>	1-2pm <input type="checkbox"/>	2-3pm <input type="checkbox"/>
	3-4pm <input type="checkbox"/>	4-5pm <input type="checkbox"/>	4:45-10pm <input type="checkbox"/>	

Wednesday:	7:40-8am <input type="checkbox"/> 11-12pm <input type="checkbox"/> 3-4pm <input type="checkbox"/>	8-9am <input type="checkbox"/> 12-1pm <input type="checkbox"/> 4-5pm <input type="checkbox"/>	9-10am <input type="checkbox"/> 1-2pm <input type="checkbox"/> 4:45-10pm <input type="checkbox"/>	10-11am <input type="checkbox"/> 2-3pm <input type="checkbox"/>
Thursday:	7:40-8am <input type="checkbox"/> 11-12pm <input type="checkbox"/> 3-4pm <input type="checkbox"/>	8-9am <input type="checkbox"/> 12-1pm <input type="checkbox"/> 4-5pm <input type="checkbox"/>	9-10am <input type="checkbox"/> 1-2pm <input type="checkbox"/> 4:45-10pm <input type="checkbox"/>	10-11am <input type="checkbox"/> 2-3pm <input type="checkbox"/> 10-11pm <input type="checkbox"/>
Friday:	7:40-8am <input type="checkbox"/> 11-12pm <input type="checkbox"/> 3-4pm <input type="checkbox"/>	8-9am <input type="checkbox"/> 12-1pm <input type="checkbox"/> 4-5pm <input type="checkbox"/>	9-10am <input type="checkbox"/> 1-2pm <input type="checkbox"/>	10-11am <input type="checkbox"/> 2-3pm <input type="checkbox"/>
Saturday: (closed for home football games)		9:45-11am <input type="checkbox"/> 1-2pm <input type="checkbox"/>	11-12pm <input type="checkbox"/> 2-3pm <input type="checkbox"/>	12-1pm <input type="checkbox"/> 3-4pm <input type="checkbox"/>
Sunday: (closed before certain holidays)		1-2pm <input type="checkbox"/> 4-5pm <input type="checkbox"/>	2-3pm <input type="checkbox"/> 5-10pm <input type="checkbox"/>	3-4pm <input type="checkbox"/>

Attach a current class schedule and next semester's schedule if you have it available. If you have any additional information regarding your schedule and availability, please insert these comments below.

Additional Comments: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Kansas State University is an Affirmative Action/Equal Opportunity Employer

Signature: _____ Date: _____