



Student Employment Application

Please email completed application to:

Anne Stefani
Lead Cataloging & Metadata Technician
Collection, Access & Technical Services
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(406)994-5307

Name				Today's Date		What date can you start?	
Mailing Address				City		State	Zip
Local Phone:					Email:		
College Work Study		CWS Award \$▶	Semester applying for:		Fall	Spring	Summer
Non-Work Study			Class Rank (check one):		FR	SO	JR SR GRAD*
Major		#Credit Hours/Semester			Referred by (if applicable)		
Are you currently employed with another department at MSU?			Yes	Name of department:			
			No	If yes, how many hours per week?			

Graduate students may not be eligible if currently receiving an assistantship

Former Employers

List below last 3 employers and/or list pertinent employment experience, starting with last one first. Attach additional sheet(s) if necessary.

Month/Year	Business name/Address	Duties	Supervisor/Contact information
From:			
To:			
From:			
To:			
From:			
To:			

Times/Days Available to Work

Please fill in the time slots as follows:

X = In class or unavailable for work

P = Would prefer to work these hours

***** = Open slots indicate hours available to work, but not necessarily preferred

Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Hours
8:00-9:00						8:00-9:00
9:00-10:00						9:00-10:00
10:00-11:00						10:00-11:00
11:00-12:00						11:00-12:00
12:00-1:00						12:00-1:00
1:00-2:00						1:00-2:00
2:00-3:00						2:00-3:00
3:00-4:00						3:00-4:00
4:00-5:00						4:00-5:00

Experience/Skills
<i>List any relevant experience you have had with the following:</i>
Libraries (Classification systems: LC, Dewey, SUDOC; Cataloging systems: Alma, SIRSI etc.)
Technical (Operating systems, software, data entry, programming languages, office equipment)
Other information/comments

Additional Information
What appeals to you about working in the library?