

**HASTINGS LAW LIBRARY – APPLICATION FOR CIRCULATION DESK EMPLOYMENT**

Date: \_\_\_\_\_ Class Level? 2L 3L LLM Applying for? Fall Winter Spring Summer

Name: \_\_\_\_\_  
Last First Middle Initial

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_  
Number and Street  
\_\_\_\_\_  
City, State, Zip

Preferred number of hours you want to work per week: \_\_\_\_\_

Work Study eligible? Yes \_\_\_\_\_ No \_\_\_\_\_ Amount of grant: \$ \_\_\_\_\_

Library-related experience: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have any friends working for the Hastings Law Library? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, state name(s): \_\_\_\_\_

Employment History: \_\_\_\_\_  
Job title, employer, dates of employment

\_\_\_\_\_  
\_\_\_\_\_

Two work-related references with contact info:  
\_\_\_\_\_  
\_\_\_\_\_

Please complete page two

<u>Library Use Only</u>	
Application received _____	Requested interview _____
Interviewed _____	Sent to Financial Aid for Work Study _____
Check references _____	
Hired _____	Sent to Human Resource for Work Authorization _____
Paperwork completed _____	Schedule initial training _____ Train _____

## AVAILABLE HOURS

Please mark on the grid the times you are available to work.

	MON	TUES	WED	THURS	FRI	SAT	SUN
8-9am							
9-10am							
10-11am							
11-12							
12-1pm							
1-2pm							
2-3pm							
3-4pm							
4-5pm							
5-6pm							
6-7pm							
7-8pm							
8-9pm							
9-10pm							
10-11p							

## CLASS SCHEDULE

Please mark on the table the times of your classes.

	MON	TUES	WED	THURS	FRI
8:30-9:30					
9:40-10:40					
10:50-11:50					
12-1					
1:10-2:10					
2:20-3:20					
3:30-4:30					
4:40-5:40					
5:50-6:50					

Other commitments/anticipated absences: \_\_\_\_\_

If no students volunteer for the Friday evening or weekend shifts, each circulation student will be assigned 1 or 2 Friday and/or weekend shifts over the course of the semester. Are you available to work 1 or 2 of these shifts during the semester? Yes \_\_\_\_\_ No \_\_\_\_\_

Drop off your completed form at the Circulation Desk or email it to [circulation@uchastings.edu](mailto:circulation@uchastings.edu)