

HASTINGS LAW LIBRARY – APPLICATION FOR CIRCULATION DESK EMPLOYMENT

Date: _____

Year in School: _____

Name: _____
Last First Middle Initial

Telephone: _____

Email: _____

Address: _____
Number and Street

City, State, Zip

Preferred number of hours you want to work per week (no more than 20): _____

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

Please complete page two.

AVAILABLE HOURS

Please mark on the grid the times you are available to work. Do not sign up for less than a two-hour block/shift. Please note that night shifts are usually from 6 PM until closing.

| | 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 | | | | | | | |
| 6-11pm (6-10pm Sat) | | | | | | | |

CLASS SCHEDULE

Please mark on the table the times and names 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 and Saturday evening shifts, each circulation student will be assigned 1 or 2 Friday and/or Saturday evening shift over the course of the semester. Are you available to work 1 or 2 Friday/Saturday shifts during the semester? Yes _____ No _____

Drop off your completed form at the Circulation Desk or email it to pelczyns@uchastings.edu.