HAVERFORD COLLEGE LIBRARY JOB APPLICATION
For Fall 2017

Name_________________________________________________________

Major (if known) ___________________________ Class Yr. ________ College: HC □ BMC □

Are you on Work Study? YES □ NO □ Are you a Chesick Scholar? YES □ NO □

Work experience (please list additional work or volunteer experiences beyond what you have on the common application form, the dates of your employment, a description of your responsibilities and your supervisor’s name/phone/e-mail for reference purposes). (Continue on another page if needed)

Personal References (only if you have no work references): Name and e-mail

General Skills: (check all that apply) Media Equipment □ Customer Service □ Dewey Call # System □ Library of Congress Call # system □ Language(s) other than English: ____________________________

Computer skills: Scanning □ MS Excel □ MSWord □ Adobe Acrobat □

   OS Support: PC □ Mac □ Linux □ iPads □ Tablets □

   Web development: HTML/XML □ CSS □ JavaScript □ MySQL/PostgreSQL □

   Python □ PHP □ Command Line □ Git □ Mapping Software □

   Other(Specify) ________________________________________________

   Audio/Visual Editing: Photoshop □ FinalCut □ iMovie □ Audacity □

Tell us more about yourself—your personal qualities, ambitions, interests, experiences with libraries and/or research, what you can bring to the job or anything else that you think we should know when considering your application:

Please fill out the back of this application as well.
HAVERFORD COLLEGE LIBRARY JOB APPLICATION (pt. 2)

How many hours per week are you hoping/able to work? ____________________________________________

Schedule of classes, sports, and clubs: (please make a note if any class or activity is tentative)

First Year Student: if you do not yet have your schedule, please be prepared to bring it with you to an interview

Monday: ____________________________ Tuesday: ____________________________ Wednesday: ____________________________

Thursday: ____________________________ Friday: ____________________________ Saturday/ Sunday: ____________________________

List your choices of library job positions in order of preference: See the library’s web site [http://www.haverford.edu/library/] or the booklet at the front desk in library for job titles and descriptions.

Note: If you are applying for the DS Fellows position, attach your essay to this form.

(1)____________________________________ (4)____________________________________

(2)______________________ (5)____________________________________

(3)________________________________ (6)____________________________________

Please take a moment to review your application. Applications will be reviewed as they are submitted; we need to hire quickly for many positions. Department supervisors will be in touch to set up interviews with candidates that seem to fit their needs.

********************************************** Staff Use Section **********************************************

Date Received: _____________

Hired by ________________ Added to spreadsheet ☐ time sheet list ☐ e-mail list ☐

Withdrawn ☐ Regret email ☐

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