

**KANSAS STATE UNIVERSITY LIBRARIES  
APPLICATION FOR STUDENT EMPLOYMENT**

Position Applying for:

Date

**PERSONAL INFORMATION (Please Print)**

Last Name:	First Name:	Initial:	SSN:
Current Address:		City:	State: Zip:
Telephone:	Cellular:	e-mail:	

**EDUCATION (Only K-State students may apply)**

Major		Year	GPA	Graduation Date		
High School:			City:	State:	Zip:	
Other School/college attended ▲		Graduate School ▲		Awards/Diplomas ▲		
Special Skills or Interests		Foreign Languages	Computer Skills	Familiar	Professional	Expert
			• Word	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			• Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			• Access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			• PowerPoint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• HTML	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
• Java, C++/other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

**EMPLOYMENT HISTORY (Work Experience)**

Employer (1)				Telephone #	
Address:			City:	State:	Zip:
Position:			Reason left:		
Dates Employed:	From: To:	May we contact Employer?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Duties:	
Employer (2)				Telephone #	
Address:			City:	State:	Zip:
Position:			Reason Left:		
Dates Employed:	From: To:	May we contact Employer?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Duties:	
Employer (3)				Telephone #	
Address:			City:	State:	Zip:
Position:			Reason left:		
Dates Employed:	From: To:	May we contact Employer?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Duties:	
Library Experience?			Supervisory Experience?		
List any other relevant experience					

**REFERENCES (Please list three references)**

Name	Telephone	Relationship	Years Known
1)			
2)			
3)			

**AVAILABILITY (Schedule)**

Are you available to work the hours required in the position you are applying for? (Circle) Yes No

In the grid below please mark all days/hours that you are available to work.

	7:30	8:30	9:30	10:30	11:30	12:30	1:30	2:30	3:30	4:30	5:30	6:30	7:30	8:30	9:30
M															
TU															
W															
TH															
F															
S															
SU															

Are you able to receive work study? Yes \_\_\_\_\_ No \_\_\_\_\_

This application can be completed electronically. Once it is completed you may want to save as: (use your name).doc, then attach it to an e-mail message to [ksul-hr@gw.ksu.edu](mailto:ksul-hr@gw.ksu.edu). In the subject line please type **Students – [Position(s) you are applying for]**. If mailing application please send to:

Kansas State University Libraries  
 Att: Human Resources/Student Employment  
 504 Hale Library  
 Kansas State University  
 Manhattan KS 66506

It is understood and agreed upon that any misrepresentation by me in this application is sufficient cause for cancellation of this application and/or separation from the employer’s service if I have been employed. Furthermore, I understand employment at K-State Libraries (hereafter Employer) is at-will. That means I am free to resign at any time and the Employer reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of the Employer has the authority to make any assurances to the contrary. I affirm that I have a genuine intent and no other purposes in applying for a job with Employer.

I give the Employer the right to investigate all references and to secure additional information about me, if job-related. I hereby release from liability the Employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.

Kansas State University Libraries is an Affirmative Action/ Equal Opportunity Employer. The Employer does not discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant’s consideration for employment on a basis prohibited by local, state or federal law.

This application is current for only 90 days. At the conclusion of this time, if you have not heard from the Employer and still wish to be considered for employment, it will be necessary to fill out a new application.

If you are hired you will be required to provide proof of identity and eligibility to work in the US before you can begin work, per IRCA 1986.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 (Upon Interview)

