

University of Mary Hardin-Baylor

Application for UMHB Student Employment

Townsend Memorial Library

Position for which you are applying: _____

Last Name	First Name	Middle Name	
Address	City	State	Zip
email	Cell Phone	Can you receive text? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date of Birth

PLEASE BRIEFLY DESCRIBE YOUR WORKING EXPERIENCE		
Employer	Work Performed	Dates of Employment
Employer	Work Performed	Dates of Employment

WHAT IS YOUR EXPERIENCE WITH LIBRARIES?

Dewey Decimal System none beginner intermediate advanced

COMPUTER SKILLS

Microsoft Word	<input type="checkbox"/> none	<input type="checkbox"/> beginner	<input type="checkbox"/> intermediate	<input type="checkbox"/> advanced
Excel	<input type="checkbox"/> none	<input type="checkbox"/> beginner	<input type="checkbox"/> intermediate	<input type="checkbox"/> advanced
PowerPoint	<input type="checkbox"/> none	<input type="checkbox"/> beginner	<input type="checkbox"/> intermediate	<input type="checkbox"/> advanced
Video Editing	<input type="checkbox"/> none	<input type="checkbox"/> beginner	<input type="checkbox"/> intermediate	<input type="checkbox"/> advanced
Photoshop	<input type="checkbox"/> none	<input type="checkbox"/> beginner	<input type="checkbox"/> intermediate	<input type="checkbox"/> advanced
HTML/CSS	<input type="checkbox"/> none	<input type="checkbox"/> beginner	<input type="checkbox"/> intermediate	<input type="checkbox"/> advanced
Other _____		<input type="checkbox"/> beginner	<input type="checkbox"/> intermediate	<input type="checkbox"/> advanced

PERSONAL REFERENCES (PLEASE DO NOT LIST RELATIVES)

*Please provide us with
DAYTIME PHONE NUMBERS FOR YOUR REFERENCES,
so that we will not experience delays in processing your application.*

Name: Address: City, State, Zip: Daytime Phone: Other Phone: Email Address:	How long have you known this person?	This person's profession is:
Name: Address: City, State, Zip: Daytime Phone: Other Phone: Email Address:	How long have you known this person?	This person's profession is:

Have you ever been adjudicated as a juvenile or convicted of or pled "nolo contendere" to a felony or misdemeanor crime? No Yes

If yes, please explain: _____

Based on the job description provided to me, I believe that I am able to perform the essential functions of this job, with or without reasonable accommodation. Yes No

- I certify that answers given herein are true and complete to the best of my knowledge. In consideration of my employment, I agree to comply with the Employee Statement of Understanding, rules, regulations, philosophy, mission and policies of the University of Mary Hardin-Baylor.
- The University as employer may make the following conditions mandatory: overtime, shift work, rotating work schedules, or a work schedule other than Monday through Friday. I accept these conditions of employment.
- I grant the University of Mary Hardin-Baylor permission to access my academic, employment and personal history (which may include information concerning my character, criminal history, mode of living, general reputation, personal characteristics and related pertinent information.) I hereby waive any claim which I might have against any person or entity for information provided.

Signature of Applicant

Date

In order to be eligible for employment at Townsend Memorial Library you must be awarded Work Study from the Financial Aid Department. Have you received confirmation that you have been awarded UMHB Student Work Study Program? Yes No

Student ID	Classification	Major
Dorm/Apartment Building		Room Number

PLEASE LIST ALL EXTRA-CURRICULAR ACTIVITIES AND ATHLETICS (FCA, OneVoice, Miss MHB, Sports, etc.)	
_____	_____
_____	_____
_____	_____

Please Complete Class Schedule below or attach a printed copy to be submitted with application.					
Course Description	Monday (class time)	Tuesday (class time)	Wednesday (class time)	Thursday (class time)	Friday (class time)

**Please return this application in a sealed envelope to the
Circulation Manager or email to: sheller@umhb.edu
Townsend Memorial Library
UMHB Box 8016
900 College Street
Belton, TX 76513
(254) 295-4637**