

TORREYSON LIBRARY
UNIVERSITY OF CENTRAL ARKANSAS
STUDENT WORKER APPLICATION

- Please fill out the following application and return it at the Reference Desk in Torreyson Library.
- If a position becomes available you may be called in for an interview with a library supervisor.
- YOU MUST BE A CURRENT UCA STUDENT AND ELIGIBLE TO WORK IN THE UNITED STATES TO APPLY.
- You must fill out a new form for each semester for which you apply.

Today's Date_____

Last Name_____ First Name_____

Student ID Number_____ Phone Number_____

E-mail Address_____

Do you have financial aid 1502 work study money? Yes_____ No_____

Semester you are applying for: Fall_____ Spring_____ Summer_____ Year_____

Class level: Freshman___ Sophomore___ Junior___ Senior___ Graduate___

Major_____ Expected Graduation Date_____

WORK SKILLS

Discuss your previous library experiences (worked in a library, frequently use the library, etc.)_____

List previous work experience, especially any experience with technology (i.e. Word, Excel, PowerPoint, etc.)

Some nights and weekend work may be required. Please X out the times you are UNAVAILABLE to work due to classes, co-curricular activities, family obligations, etc. Library positions are filled based on each department's needs. Employment runs per semester so you must re-apply for each new semester, whether Fall, Spring, or Summer.

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- Students considered for positions in the Torreyson Library must provide acceptable documentation of their eligibility to work in the United States as specified on the Department of Homeland Security's Form I-9. The list of acceptable documents can be found at www.uscis.gov/I-9Central.
- If employed you will be asked to sign a Student Worker Contract that outlines the library's expectations of you during your employment.

Signature _____

If you are hired to work in the library, you will be asked to sign the following contract. By signing the contract, you will be expected to follow the terms as outlined in order to continue your employment at the library.

Torreyson Library Student Worker Contract

- Student employment at UCA's Torreyson Library is conditional and based on performance.
 - As with any employment, it requires that you meet certain expectations and carry out certain responsibilities.
 - By signing this agreement, you are agreeing to meet your supervisor's expectations and carry out your responsibilities as listed below.
 - Torreyson Library is under no obligation to keep in its employ any student who is unwilling or incapable of keeping the terms of this contract.
 - Torreyson Library does not employ students who are already employed elsewhere on campus.
- 1) I understand that employment at Torreyson Library is not an entitlement.
 - 2) I agree to show up on time and stay until the end of my assigned shift.
 - 3) I agree to contact my supervisor beforehand if I am unable to keep my assigned work schedule for any reason. In the event of unexpected emergencies (e.g. illness), I will contact my supervisor as soon as possible. If I am unable to reach my supervisor, I will contact the Library Reference Desk at 501-450-5224.
 - 4) I agree to clock in using the Library's student time clock and to report directly to my supervisor who will record the time on his/her departmental time log. I understand that once I clock in, I am required to remain on the job until I clock out at the end of my work shift. At the end of my work shift, I understand that I am to report to my supervisor who will record the time on his/her departmental time log. I will then clock out using the Library's student time clock. If my supervisor is not present when I clock in or out, I will report to the reference desk and show my student ID to the person on duty, who will then note my time clocked in/out on the time log and initial it.
 - 5) I understand that I may not work more than my pre-approved number of hours.
 - 6) I agree to dress and behave in a manner that was explained to me during orientation.
 - 7) I agree to treat my supervisor, co-workers, peers, and library users with respect and consideration.
 - 8) I understand that if my work shift falls during a time when my supervisor is away, the Library staff person on duty at the Reference Desk serves as my supervisor.
 - 9) I understand that I should not visit with friends, talk on the telephone, or text message while I am on duty unless it is absolutely necessary.
 - 10) I understand that my supervisor may set work requirements in addition to those listed in this contract.
 - 11) I understand that I am required to attend a mandatory orientation at the beginning of each fall semester as long as I am employed by the library.
 - 12) I understand that I am required to attend, within the academic year, mandatory workplace harassment (including sexual harassment) training and a diversity seminar sponsored by the UCA Training Office.