Dear Student Applicant,

Thank you very much for your interest in the position of Student Assistant. We receive hundreds of applications and only hire a handful of new students each semester. If a supervisor is interested in setting up an interview, he or she will contact you. If you are not hired this semester, please resubmit an application next semester. We keep applications on file no longer than six months.

The following is a brief description of the types of activities you might perform in the various library departments:

**Book Processing**  
(313) 593-5567  
Student Assistants may unpack new materials, sort mail, prepare materials for circulation (label, stamp, apply book jackets), prepare periodicals for the bindery, and/or inventory the collection.

**Circulation**  
(313) 593-5695  
Student Assistants provide customer service, check materials in and out, and assist library users in acquiring reserve materials, periodicals, and A/V materials. Some shelving and related activities are performed.

**Reference**  
(313) 593-5562  
Student Assistants assist library users in locating information and materials. Peer Information Counselors provide more in depth research services by appointment.

**Shelving**  
(313) 593-5566  
Student Assistants shelve materials, and maintain the collection, including straightening and organizing shelves. Student Assistants should be able to push book carts without restrictions.

Please keep this cover letter for your records, and return the Library student application to the Circulation Desk at Mardigian Library.

Thank you!
UNIVERSITY OF MICHIGAN-DEARBORN  
MARDIGIAN LIBRARY  
STUDENT APPLICATION

NAME ___________________________________________________________ DATE ____________

Please circle: Mr.  Mrs.  Ms.  UMID: ____________

ADDRESS ________________________________________________________

Street City,  State  Zip code

PHONE # ___________________ E-MAIL ADDRESS ________________________

CLASS LEVEL ___________ MAJOR __________________________________

Financial Aid Work Study Recipient?  YES  NO
U.S. Citizen?  YES  NO
If no, are you authorized to work on campus?  YES  NO
Are you presently enrolled as a UM-D student?  YES  NO
If no, are you a student elsewhere?  YES  NO
If yes, name of Institution? ________________________________________

Are you presently employed by the University?  YES  NO
If yes, where? __________________________ # Hours? __________

Please rank in order of preference the departments in which you would like to work:

Book Processing  ______
Circulation  ______
Reference  ______
Shelving  ______

EMPLOYMENT HISTORY:

<table>
<thead>
<tr>
<th>Employer</th>
<th>Dates of employment</th>
<th>Telephone / Contact Person</th>
<th>Address</th>
<th>Type of work</th>
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SPECIAL SKILLS (describe or list specific skills):

Clerical ___________________ Computer _________________________

Equipment ___________________ Other ____________________________

Number of hours per week that you can work: ________

Can you work:  
some evenings until 11:45 pm  YES  NO  
Saturdays  YES  NO  
Sundays  YES  NO

PLEASE FILL IN YOUR SCHEDULE ON THE OTHER SIDE AND RETURN THE STUDENT APPLICATION TO THE CIRCULATION DESK AT MARDIGIAN LIBRARY.

The University of Michigan routinely runs a criminal record check on all new student assistants hired.

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OFFICE USE ONLY:  Start Date_______ Pay Rate_______ Supervisor__________________

2/17/11 lms
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<th>Sunday</th>
<th>Class Schedule</th>
<th>Hours Not Available</th>
<th>Preferred Work Hours</th>
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