UNIVERSITY OF RICHMOND
STUDENT EMPLOYMENT APPLICATION

Department to Which You Are Applying: _____ Date:_____

Personal Information:

Name: _____ UR ID: _____

Local Address: _____

Email Address: _____

Local Phone #: _____ Best Time(s) to Call: _____

Home Address: _____

Home Phone #: _____

Emergency Contact: _____ Phone #: _____

Term(s) Applying For: Fall ☐   Spring ☐   Summer ☐   Date Available: _____

Intended Major: _____ Minor: _____

Approximate GPA: _____ Expected Graduation Date: _____

Are you eligible for Federal Work Study as part of your financial aid award? Yes ☐   No ☐

Have you ever been convicted of a felony? Yes ☐ No ☐ (If yes, please attach a full explanation of the circumstances.)

Do you have a valid driver's license?   Yes ☐   No ☐

Are you a varsity student-athlete? Yes ☐   No ☐ (If yes, please note that all student athletes who secure on-campus employment *must* notify the Director of Compliance in the Athletic Department.)

Previous Work Experience:
In chronological order, list jobs you have held beginning with the most recent first. Include internships and jobs without pay. Attach another sheet if necessary.

ON-CAMPUS Employment

Job Title: _____ Department: _____

Supervisor: _____ Dates Employed: _____

Paid Job? Yes ☐ No ☐   Internship? Yes ☐ No ☐

Job Title: _____ Department: _____

Supervisor: _____ Dates Employed: _____

Paid Job? Yes ☐ No ☐   Internship? Yes ☐ No ☐

Job Title: _____ Employer: _____

Supervisor: _____ Dates Employed: _____

Job Title: _____ Employer: _____

Supervisor: _____ Dates Employed: _____

Class Schedule and Other Activities: On the schedule below, please mark all times when you CANNOT work. Use a "C" to designate times that you are in class, and an "O" to designate times when other activities preclude you from working at that time. Place the appropriate letter in the block that most accurately reflects the time of your commitment (Classes or Other activities).

	Monday	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**	**Sunday**
8 a.m.	8:15	8:15	8:15	8:15	8:15		
9 a.m.	9:20	9:45	9:20	9:45	9:20		
10 a.m.	10:25		10:25		10:25		
11 a.m.	11:30	11:15	11:30	11:15	11:30		
12 p.m.	12:30	12:45	12:30	12:45	12:30		
1 p.m.	1:35		1:35		1:35		
2 p.m.	2:40	2:15	2:40	2:15	2:40		
3 p.m.	3:45	3:45	3:45	3:45	3:45		
4 p.m.							
5 p.m.							
6 p.m.							
7 p.m.							
8 p.m.							
9 p.m.							
10 p.m.							

I certify that the information provided on this application for employment is complete, factually correct and honestly presented. I understand that this document is an application for employment, separate and apart from my permanent educational record and is for the use of the hiring department and the Student Employment Office only. In consideration for my employment, I agree to conform to all current and subsequent rules and regulations of the University of Richmond and the area for which I will be working.

Signature _____ Date _____

For Departmental Use Only

Interviewed? Yes ☐ No ☐ If no, reason: _____

Hired? Yes ☐ No ☐ If no, reason: _____

Tax Forms Complete? ☐ Job Approval Form Sent? ☐ Pink copy received from Student Employment? ☐

Date of Termination: _____ Reason: _____

Student Employment Notified? ☐ (*Note: Student Employment Office must be notified of any terminations which*

occur prior to the end of the academic and/or summer payroll period.)

UNIVERSITY OF RICHMOND LIBRARIES
JOB QUESTIONNAIRE

Name: **Date:**

1.   **Why do you want a position in Library Services?**

2.   **What qualities do you look for in a job?**

3.   **What do you feel is your strongest single asset?**

4.   **What do you feel is your weakest single asset?**

5.   **Briefly describe yourself and your personality.**

6.   **What did you like and dislike about your last position?**

7.   **Why should we hire you?**

8.   **Please rate your computer experience and knowledge of each item using this scale.**

0 = no experience   2 = can answer most questions
1 = can answer easy questions   3 = expert

PC Related Software		Programming Languages	
Windows XP		HTML	
Microsoft Word (2002)		JavaScript	
Microsoft Excel (2002)		PERL	
Microsoft Access (2002)		C++	
Microsoft PowerPoint (2002)		Visual Basic	
Microsoft Outlook (2002)		Roxio Easy CD Creator	
Microsoft FrontPage (2002)		FTP Explorer	
SPSS		WinQvt Net	
SAS			
Netscape			
Omnipage			
Photoshop			
Internet Explorer			
ArcGIS			
Mathematica			
Adobe Acrobat			
Microcase			

Other Computer Experience (Please list other computer experience that you have.)

Supervisor's Notes: