



America's Career University®

Dear Applicant,

Thank you for your interest in working for the Johnson & Wales University Library. Please complete the *Application for Student Assistant*, attach a current copy of your résumé, and leave these at a JWU Library public services desk, either downtown or at Harborside. If you did not bring a copy of your résumé, please feel free to take and complete the application at your convenience and then return it along with your résumé. A résumé is important because it provides a more complete picture of your work experience and personal strengths.

Your application will be placed on file for consideration by *all* Library departments as positions become available. If you are only interested in being considered for a Library position at either our downtown or our Harborside Campus facility, please deliver the application to the preferred facility.

Please note that the Library fills vacancies based on interview and qualifications. The fact that you have applied for a position does not guarantee that you will be hired. The Library receives many more applications than there are positions available. If your application is reviewed favorably, you will be called for an interview. Following the interview, a final decision will be made based on predetermined criteria.

Please keep this letter for future reference.

Sincerely,

Rosita E. Hopper

Rosita E. Hopper,
Dean of University Libraries



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Application for STUDENT ASSISTANT
University Library

PLEASE COMPLETE THE APPLICATION AS FULLY AS POSSIBLE.
PRINT YOUR ANSWERS.

Legal Name _____ Today's Date _____

Are you a U.S. citizen? Yes ___ No ___ J-Number _____

Do you have a Social Security Number? Yes ___ No ___ (This won't affect your eligibility.)

Phone Number # _____ Cell Phone # _____

Student E-mail Address _____ @students.jwu.edu Other _____

Local Address _____

Mode of Transportation _____

Which library facility would you prefer to work at? Downtown ___ Harborside ___ No preference ___

UNDERGRADUATE STUDENT Freshman ___ Sophomore ___ Junior ___ Senior ___

GRADUATE STUDENT 1st Year ___ 2nd Year ___

Expected year of graduation ___ / ___ (Month /Year) Major (Concentration) _____

Do you plan on doing a practicum / internship? Yes ___ No ___ If so, when? ___ / ___ (Mo/Year)

Computer Skills _____

Customer Service Experience _____

Library Experience _____

PLEASE ATTACH A COPY OF YOUR RESUME.
(Do not write below this line.)

Date of interview ___ / ___ / ___ Comments:

