

NEW HIRE

GA WS SH

Pratt Institute Library

Name: _____

Major / Dept.: _____

Today's Date: ____/____/____

Expected Grad. Date: _____

Office Use Only					Please do not write in shaded area		
<u>Circ</u>	<u>TSD</u>	<u>VMR</u>	<u>I/R (GA only)</u>	<u>PMC (GA only)</u>	Semester applying for	<input type="checkbox"/> Fall	Year
<input type="checkbox"/> Hi	<input type="checkbox"/> Hi	<input type="checkbox"/> Hi	<input type="checkbox"/> Hi	<input type="checkbox"/> Hi	<input type="checkbox"/> Spring		20__
<input type="checkbox"/> Ho	<input type="checkbox"/> Ho	<input type="checkbox"/> Ho	<input type="checkbox"/> Ho	<input type="checkbox"/> Ho	<input type="checkbox"/> Summer		
<input type="checkbox"/> Fo	<input type="checkbox"/> Fo	<input type="checkbox"/> Fo	<input type="checkbox"/> Fo	<input type="checkbox"/> Fo			

Local Address

Street / Apt. _____ Phone# (____) ____ - _____

City, St, Zip _____ Alternate (____) ____ - _____

Pratt email (please print clearly) _____@pratt.edu _____

Permanent (Domestic only)

Street / Apt. _____ Phone# (____) ____ - _____

City, St, Zip _____

1. Check one: Graduate Undergraduate
2. Do you have a Social Security Number? Yes No

3. Number of hours per week you wish to work: (max 20 hrs/week during school; max 35 hrs/week during summer when not taking classes)

4. For Undergraduates ONLY: Do you have Federal Work Study? Yes No

5. For Graduate Students ONLY: If a Graduate Assistantship is not available, would you be interested in applying for a student help position that pays less? Yes No

6. Briefly state why you wish to work in the library: _____

APPLICATION may be turned in at

- (1) Circ Desk (Library entrance)
- (2) Info/Ref Desk (opposite Circ desk)
- (3) VMR Front desk (lower level)

1. **Library experience:** Circulation Shelving Dewey / LC Other

Describe: _____

2. **Office experience:** Answering phones Scheduling Data Entry
 Word Processing Typing:_____wpm Other

Describe: _____

3. **Service experience:** Bookstore Retail Wait staff Other

Describe: _____

4. **Computer experience:** PC Mac Word Excel Access
 Photoshop Illustrator PDF HTML
 PowerPoint Keynote Email Internet Other

Describe: _____

5. **AV Equipment & Hardware:**

- | | | |
|--|---|---|
| <input type="checkbox"/> VCR/DVD deck | <input type="checkbox"/> 35mm camera | <input type="checkbox"/> Mini-DV camcorder |
| <input type="checkbox"/> Slide Projector | <input type="checkbox"/> Still digital camera | <input type="checkbox"/> Video/data Projector |
| <input type="checkbox"/> 16mm Projector | <input type="checkbox"/> Light meter | <input type="checkbox"/> Scanner |
| <input type="checkbox"/> VHS camcorder | <input type="checkbox"/> Indoor lighting | <input type="checkbox"/> Other |

Describe: _____

6. **For Grad Students ONLY:** **Supervisory experience**

Describe: _____

Have you held a job on Pratt's campus before? Yes No If yes, please give details (dept., supervisor, dates): _____

REFERENCEPlease give the name of one reference (NOT family or friend):

Name: _____ Phone: _____

Relationship to you: _____

PREFERENCE for work location and department

Please number your work preferences starting with your first choice (#1), second choice (#2)...

Preference	Department Description	Location	Eligible Students
	Circ (Circulation): check in/out books and reserve items at library front desk, sort and reshelve books in stacks.	Brooklyn	Undergraduate or Graduate Students
	VMR (Visual and Multimedia Resources): help maintain and circulate image, film, and video collections; assist in AV equipped classrooms.	Brooklyn	Undergraduate or Graduate Students
	TSD (Technical Services): assist Library staff with processing of new books and periodicals; open 9-5	Brooklyn	Undergraduate or Graduate Students
	I/R (Information Resources): assist librarians in answering questions pertaining to the collection	Brooklyn	Only Graduate Students
	PMC (Pratt Manhattan Campus Library): circulate books and reserve items, reshelve books.	Manhattan	Only Graduate Students

RESUME**Grad Students ONLY: Please submit resume with application.****INSTRUCTIONS for filling out Weekly Schedule (see reverse side)**

1. Please fill in your class schedule. Enter (a) course name and (b) location (bldg & room). Use arrows to denote (c) begin and end times of class (if class ends at 11:50am, use 12noon). See example.
2. Please fill in other times you cannot work. Enter (a) activity, e.g. internship or off campus job and (b) location, e.g. Brooklyn or Manhattan. Use arrows to denote (c) begin and end times of activity. See example.
3. OPTIONAL: You may also note your preferred hours. Write "*PREFER*" in the desired time period. Use arrows to show begin and end times of shift. Though effort will be made to try to accommodate your preference, it is not guaranteed. See example.
4. IMPORTANT: Times should begin and end on the hour (e.g., 10:00am) or on half hour (e.g., 4:30pm); it is understood that classes actually end 10 minutes earlier than this.
5. ***Please do not write in red ink.***

STUDENT'S WEEKLY SCHEDULE

NAME: _____

See Instructions on previous page. Please do not use red ink.

	8:30	9:00	10:00	11:00	12:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00	9:00	10:00	11:00
	1. Course Schedule				2. Other Obligation				3. Preferred Work Time							
EXAMPLE	3D Design Main 405				Internship Manhattan				Prefer							
MON																
TUE																
WED																
THU																
FRI											LIBRARY CLOSED					
SAT	LIBRARY CLOSED										LIBRARY CLOSED					
SUN	LIBRARY CLOSED												LIBRARY CLOSED			

Vacation Dates: