

SIMMONS GRADUATE SCHOOL OF LIBRARY INFORMATION SCIENCE TECHNOLOGY LAB APPLICATION FORM

Instructions: Type or print clearly in black or blue ink. Answer all questions.

PERSONAL INFORMATION

NAME (Last, First, Middle)

DATE _____

ADDRESS (Number and Street, City, State, Zip Code)

PHONE NO.

(____) _____

E-MAIL ADDRESS

DATE YOU CAN START

EXPECTED DATE OF GRADUATION _____

HAVE YOU BEEN EMPLOYED BY SIMMONS BEFORE? YES NO

CAN YOU WORK EVENINGS YES NO

CAN YOU WORK WEEKENDS YES NO

EDUCATION

	NAME AND ADDRESS OF SCHOOL	MAJOR	DEGREE/ DIPLOMA
HIGH SCHOOL	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
COLLEGE	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
TRADE, BUSINESS, OTHER	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

SPECIAL SKILLS: LIST JOB-RELATED LICENSES, SKILLS, COURSEWORK, AND SPECIAL ACCOMPLISHMENTS, FOREIGN LANGUAGES SPOKEN, MEMBERSHIP IN PROFESSIONAL SOCIETIES

COMPUTER /APPLICATION EXPERIENCE (Please check all that apply):

- MICROSOFT OFFICE SUITE
- ADOBE PHOTOSHOP
- WEB AUTHORIZING PROGRAMS (Please list) _____
- SCANNERS
- ONLINE DATABASES (Dialog, Lexis-Nexis, etc.) _____
- OTHER _____, _____, _____

MAY WE CONTACT YOUR PRESENT EMPLOYER? YES [] NO []

EMPLOYMENT HISTORY: (START WITH PRESENT OR LAST POSITION)

1. DATES (MO/YR) FROM TO	COMPANY NAME AND ADDRESS	SUPERVISOR PHONE NO.
_____	_____ _____ _____	_____ _____
POSITION:	DUTIES: _____	
SALARY:	_____ _____	
REASON FOR LEAVING:	_____ _____	

2. DATES (MO/YR) FROM TO	COMPANY NAME AND ADDRESS	SUPERVISOR PHONE NO.
_____	_____ _____ _____	_____ _____
POSITION:	DUTIES: _____	
SALARY:	_____ _____	
REASON FOR LEAVING:	_____ _____	

REFERENCES: (EXCLUDE RELATIVES)

NAME/TITLE	ADDRESS AND PHONE NO.
1. _____	_____

2. _____	_____

I certify that the information contained in this application is true and complete to the best of my knowledge and understand that any false information may be grounds for not hiring me.

SIGNATURE _____ DATE _____

PLEASE BOX TIMES THAT YOU WOULD BE AVAILABLE TO WORK IN THE TECH LAB.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
8:00am							
9:00							
10:00							
11:00							
12:00pm							
1:00							
2:00							
3:00							
4:00							
5:00							
6:00							
7:00							
8:00							
9:00							
10:00							

Thank you for applying.