

To apply:

1. Read the job description carefully. 2. Fill out the form below and save to your desktop. 3. Send an email to studentapp@library.umass.edu **with the name of the position in the subject line and your application (and any supporting documents) attached. Mac users should not use Preview to complete the application, please use Adobe Reader.**

Mail Room & Receiving Student Assistant

Qualifications:

Reliability and punctuality extremely important.

Valid driver's license required.

Ability to lift heavy objects. (70-lbs)

Skills Required/Job Duties:

- Deliver mail & packages to various offices in the Library
- Hand deliver courier mail to the Whitmore building & branch Libraries
- Receive deliveries from; UPS, Fed Ex, W.B.Mason, DHL, etc.
- Deliver copy paper to various Library offices

Hours Available: Shifts available Monday - Friday, between 8 AM - 1 PM

Pay Rate: \$12.00/hr

Please fill out and save this application. To apply, email the saved application to studentapp@library.umass.edu with the name of the position in the subject line.

Mac users: please do not use Preview to fill out your application; we will not be able to read it. Please use Acrobat instead. Thank you.

Student Information Sheet

Personal and Contact Information

Last Name _____ First Name _____ Middle _____

Campus/Local Mailing Address _____

Home Mailing Address (if different) _____

Email Address _____ Student ID (UCard) # _____

Cell/local phone # _____ Home phone (if different) _____

Undergraduate Graduate Major: _____ [gct of Grad: _____

Do you have a work-study award? Yes No I don't know Have you worked on campus before? Yes No

Will you have another job on campus this semester? Yes No If so, where? _____

Have you worked for the Library before? Yes No If so, when? _____

Student employees may not exceed eight (8) hours per day of work, combining all job schedules, both when classes are in or out of session.

Supervisor Use Only

Fall Spring Summer Intersession 20____ Pay Rate: A B C D

Supervisor: _____ Department: _____

Hours per week (approximate): _____ New Hire Returning Student

Library Office Use Only

EMPLID: _____ Rec # _____ Active date _____

SS # _____ PAF # _____

Split position? _____ Switch funding: _____

Availability

Please check days/times you would be available to work.

	SUN	MON	TUE	WED	THUR	FRI	SAT
8-9am							
9-10							
10-11							
11-12							
12-1pm							
1-2							
2-3							
3-4							
4-5							
5-6							
6-7							
7-8							
8-9							
9-10							
10-11							
11-12							
midnight-8am							

Work History

Please describe your recent work history (you may attach additional sheets if desired).

Company/Organization	Dates of Employment:
Supervisor Name	
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	Phone Number:
Job description/duties:	

Company/Organization	Dates of Employment:
Supervisor Name	
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	Phone Number:
Job description/duties:	

Student Information Sheet

Spire #: _____	Date: _____
PLEASE PRINT	
Name (Last) _____ (First) _____ (M.I.) _____	
Local Address _____ Phone () _____	
Permanent Address _____	
Phone () _____ Email _____	
Class of 20 ____ Major _____	
Do you have a work study award? <input type="checkbox"/> YES <input type="checkbox"/> NO	Check all that apply: <input type="checkbox"/> Undergraduate Student <input type="checkbox"/> Graduate Student Resident Status: <input type="checkbox"/> US Citizen <input type="checkbox"/> FI <input type="checkbox"/> JI <input type="checkbox"/> Resident Alien
Have you worked for the Library before? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, when/where _____	
Will you have another job on Campus during this semester? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, when/where _____	
OFFICE USE PS: 10 _____ Rec: _____ / _____ /20__ Init: _____ W/S Y / N	

Availability: Check the boxes to correspond with the times you **CAN** work

	8 am	9	10	11	12:00 PM	1	2	3	4	5	6	7	8	9	10	11	12:00 AM	1	2	3	4	5	6	7
Sunday																								
Monday																								
Tuesday																								
Wednesday																								
Thursday																								
Friday																								
Saturday																								

Employment Record: List last job held

Please describe your recent work history (attach additional sheets if necessary).

Company/Organization:	Dates of Employment: <small>(mm/yy - mm/yy)</small>
Supervisor Name:	
May We Contact?	Phone Number:
Job Duties:	

Date: <small>(mm/dd/yy)</small>	Signature of Applicant:
------------------------------------	-------------------------

Personnel Action Taken

Work Start Date	Department	Pay Grade	Pay Rate	Number of Hours	Supervisor's Signature