

Political Materials

Student Assistant Application - Poage Library

Please complete all parts of this application form. You must have Work Study to apply.
If you have any questions or problems, please call ext 3540

Personal Information

First Name Last Name

Preferred Name Baylor ID Number Local Phone Number

Today's Date Baylor E-mail Address

Local Street Address City State Zip

Permanent Street Address City State Zip

Student Status

Major Minor

Current Academic Level Number of Hours this Semester Expected Graduation Date

Work Experience

Please list the past two employers in order of the most recent.

Job #1

Employer Name:

Job Title:

Time of Employment:

Address:

Contact Name: Contact Number:

Job #2

Employer Name:

Job Title:

Time of Employment:

Address:

Contact Name: Contact Number:

References

Please list two personal references other than family members.

Reference #1

Contact Name: Contact Number:

Address:

Relationship: Years Acquainted:

Reference #2

Contact Name: Contact Number:

Address:

Relationship: Years Acquainted:

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Computer Experience

Please rate yourself by selecting the rating that best fits your knowledge of each area.

Rating Scale: 1 = Don't use at all 2 = Novice Skill 3 = Moderate Skill 4 = Expert Skill

Operating Environment

Windows System

PC Access

Software Environment

MS Word

FileMaker Pro

Photoshop

MS Excel

Adobe Acrobat

Fireworks

MS PowerPoint

Baylor's CMS

InDesign

MS Publisher

DreamWeaver

WinkFlash

BearWeb

Peripherals / Other

Digital Camera

Projection System

Scanners

CD/DVD Burners

Flash O/ USB Drives

Laser Printers

List any additional computer skills or applications you are familiar with that you would like us to know about:

List any computer related courses you have taken:

Schedule

Please follow the directions below carefully, giving the most current information you have available at this time.

On the Schedule template below:

1. Mark the times you are in class with a "C" This includes classes, meetings, church, club activities, etc.
2. In remaining blocks, indicate when you would prefer to work by writing a "W" in appropriate blocks.

IMPORTANT NOTE: Flexibility is appreciated.

If you are applying for immediate employment during the current semester, use your current schedule. If you are applying for the upcoming semester, use the schedule you expect to have during that semester. DO NOT LEAVE THIS TEMPLATE BLANK!

HPW:

(Hours per week you're requesting)

	Mon	Tues	Wed	Thurs	Fri
11 : 00AM					
Noon					
1 : 00PM					
2 : 00PM					
3 : 00PM					
4 : 00PM					

Please list any extra-curricular activities (organizations, clubs, interests, or hobbies). If you currently hold or have held an office in any organization, please include that information.