

# Hiram College Library

## Student Assistant Employment Application

### APPLICANT INFORMATION

FULL NAME	LAST	FIRST	MI
LOCAL ADDRESS	STREET		CITY STATE ZIP
PERMANENT ADDRESS	STREET		CITY STATE ZIP
EMAIL ADDRESS			CELL PHONE NUMBER
BANNER ID NUMBER			STUDENT YEAR
DEGREE CONCENTRATION/MAJOR			WORK STUDY ELIGIBLE?
EXPECTED GRADUATION DATE			
FOR WHICH ACADEMIC TERM ARE YOU APPLYING TO WORK?		<input type="checkbox"/> FALL	<input type="checkbox"/> SPRING YEAR _____
HOW MANY HOURS WILL YOU BE REGISTERED DURING THIS ACADEMIC TERM?		_____	HOURS
HOURS AVAILABLE FOR WORK PER WEEK: _____			
LIST ANY SPECIAL SKILLS YOU HAVE THAT MIGHT BE RELEVANT TO LIBRARY WORK (TYPING SPEED, COMPUTER SKILLS, LANGUAGE ABILITIES, ETC.)			
_____			
_____			
_____			
HAVE YOU EVER PREVIOUSLY WORKED FOR HIRAM COLLEGE? <input type="checkbox"/> YES <input type="checkbox"/> NO			
IF YES, GIVE NAME OF DEPARTMENT: _____			
ARE YOU CURRENTLY WORKING IN THIS DEPARTMENT? <input type="checkbox"/> YES <input type="checkbox"/> NO			
ARE YOU EMPLOYED OFF-CAMPUS? <input type="checkbox"/> YES <input type="checkbox"/> NO			
PLEASE LIST ANY EXTRA-CURRICULAR ACTIVITIES: _____			
_____			
<b>ELIGIBILITY STATEMENT</b>			
IN ORDER TO BE ELIGIBLE FOR A STUDENT ASSISTANT POSITION, YOU MUST HAVE HIRAM COLLEGE STUDENT STATUS DURING THE FALL OR SPRING SEMESTER FOR WHICH YOU ARE SEEKING EMPLOYMENT. STUDENTS NOT REGISTERED FOR SUMMER SESSION CLASSES MAY WORK DURING SUMMER SESSION ONLY IF THEY ARE PRE-REGISTERED FOR THE FALL SEMESTER.			
YOU MAY NOT WORK MORE THAN 40 HOURS PER WEEK IN ALL COMBINED WORK AT THE COLLEGE.			
<b>APPLICANT CERTIFICATION</b>			
<i>I certify that to the best of my knowledge the foregoing statements are correct and complete. The Hiram College Library has my permission to verify information provided on this form.</i>			
APPLICANT'S SIGNATURE: _____		DATE: _____	

The Hiram College Library is an Equal Opportunity Employer. The College reaffirms its commitment to equality of opportunity and pledges that it will not practice or permit discrimination in employment on the basis of race, color, religion, sex, national origin, disability, or on the basis of sexual orientation as provided by College policy. The College complies with all applicable legislation prohibiting age discrimination in employment.

## CONDITIONS OF EMPLOYMENT (OFFICE USE ONLY)

<b>Employment offered to:</b>			
<b>Library Department:</b>		<b>Payment Source:</b>	<input type="checkbox"/> State <input type="checkbox"/> Grant <input type="checkbox"/> Gift <input type="checkbox"/> Other ( _____ )
<b>Hiring Supervisor:</b>		<b>Hourly Pay Rate:</b>	
<b>FWS Award</b>		<b>Begin Date</b> (mm/dd/yyyy):	

HIRING SUPERVISOR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## STUDENT ASSISTANT EMPLOYMENT AGREEMENT

The following agreement is intended to inform you of your rights and responsibilities as a Student Assistant employee in the University Library. Please read it carefully and ask questions about any of it that is not clear.

### PERIOD OF EMPLOYMENT

Student assistants are employed on an academic year basis. Employment may be renewed from semester to semester, provided that your work is satisfactory and that funds are available for that purpose.

Occasionally, some library departments have short-term work available. In these cases, the period of employment -- two weeks, one month, etc. -- will be specified in advance. Otherwise, students employed on this temporary basis have the same rights and responsibilities as those employed for a full semester.

### TERMINATION OF EMPLOYMENT - BY THE LIBRARY

Should your work prove unsatisfactory your Department Head will so inform you, specifying the reasons. Should your work remain unsatisfactory, employment may be terminated at the discretion of your Department Head.

### TERMINATION OF EMPLOYMENT - BY THE STUDENT

Should you find it necessary to stop work during a semester, you will be expected to give two weeks advance notice.

### WAGES

Effective January 1, 2017 the beginning minimum wage rate of pay is \$8.15 per hour.

### WORKING HOURS AND SCHEDULES

Normally, Student Assistants work approximately ten hours per week. Longer or shorter working periods may be arranged with the approval of Department Heads. Working schedules will be arranged with the Department Head. Once agreed to, the Student Assistant will be expected to maintain her/his schedule. Failure to do so may result in termination of employment.

### BREAKS

A Student Assistant who works three or more hours in succession is entitled to a fifteen-minute break during that working period, as working conditions allow. Breaks may not be combined with a meal period, and may not be saved to arrive late or leave early.

Functions, working conditions, hours and other factors vary from department to department of the Library. Therefore, in addition to the general conditions specified above, your Department Head may set other requirements reflecting the needs of the Department.

*I understand and agree to the Conditions of Employment and the Student Assistant Employment Agreement specified above.*

EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

# The Dewey Decimal System

1. The more numbers, the more specific the topic
2. When filing in a decimal system, file digit by digit, not by whole number

Example: 124  
124.01  
124.011  
124.016  
124.026  
124.02601  
125.026001  
125.4

Adhering to these guidelines, please complete the following exercises:

1. Number these 1 – 6 in Dewey Decimal Order.

A. ___ 311.54	B. ___ 515.025
___ 321.2	___ 516.25
___ 312.2	___ 516.265
___ 311.02	___ 514.69
___ 332.05849	___ 516.02
___ 311.11	___ 513.2

2. Place the numbers in Dewey Order 1-16.

<input type="radio"/> 175.5465	<input type="radio"/> 148.56	<input type="radio"/> 189.5	<input type="radio"/> 145.25
<input type="radio"/> 175.78	<input type="radio"/> 149.56	<input type="radio"/> 122.6	<input type="radio"/> 149.568
<input type="radio"/> 148.565	<input type="radio"/> 121.365	<input type="radio"/> 189.501	<input type="radio"/> 145.256
<input type="radio"/> 121.356	<input type="radio"/> 149.586	<input type="radio"/> 134.567	