

**THE UNIVERSITY OF SOUTH CAROLINA
COLUMBIA CAMPUS**

Thomas Cooper Library



Columbia, SC 29208

STUDENT EMPLOYMENT APPLICATION

Classification:

Freshman Sophomore Junior Senior Grad International

For International Students, are you enrolled in E.P.I. (English Program for Internationals) Yes No

Name: _____

Date of Application: _____ Date Available To Begin Work: _____

Do you have a work-study award? Yes or No If yes, list amount of award _____

Campus Address (Or Columbia Address): _____

Telephone Number: _____ Cell Phone: _____

E-Mail Address: _____

Permanent Address: _____

Current GPA: _____ Amount of Hours Enrolled _____

Major: _____ Anticipated Graduation Date: _____

Foreign Languages: _____

Which of the above languages do you read and speak well? _____

Are you taking any Library Science courses? Yes No If yes, please list course(s) you have taken or are taking _____

What University sponsored activities are you involved in on campus? _____

What activities are you involved in off-campus? _____

Are you presently employed on campus? Yes No

If yes, please list department: _____ How many hours per week? _____

Have you worked on campus in the past? Yes No If yes, month & year of your last hire: _____

Note: Please complete the back portion of this application

Please list any previous work experience: _____

Please list the type of computer(s) you have utilized and any software applications you have used:

List any student assistants you know who are presently employed by the library:

Please list the names of three persons qualified to recommend you for employment in the University Library System. These references do not necessarily have to be people at Carolina – they may be anyone you have known who would have knowledge of your work.

Name	Address (Home or Business)	City/State	Phone

Is any member of your immediate family employed by USC? _____

Name and department of employed member: _____

If employed by the library, you will be expected to be punctual to work, courteous to patrons of the library; dependable, conscientious and expected to work the hours arranged by you and your supervisor.

Please sign to acknowledge: _____

NOTE: Please attach a copy of your current class schedule to this application.

To fax completed application: 803-777-4661

*To mail completed application:
University of South Carolina
Thomas Cooper Library – Administrative Offices
1322 Greene Street
Columbia, SC 29208*

Completed applications will stay active until the end of each semester.

THOMAS COOPER LIBRARY GUIDELINES AND PROCEDURES FOR HIRING STUDENTS

1. An application is submitted to the Administrative Office.
2. Your application is put on file for the current semester.
3. When an opening becomes available within a department, either the supervisor or department head from that particular department will come to the Administrative Office to review the applications on file.
4. If your application is selected you will be notified by phone or e-mail to schedule an interview with the department.
5. Upon being hired by the department you will need two legal documents of identification. (Preferably a driver's license, social security card, birth certificate, or passport.)
6. Let the supervisor or personnel administrator know if you are working for another department on campus.
7. International students must also show their I-20.
8. Direct Deposit is **MANDATORY** for all student hires. (If your direct deposit form is not submitted your check will be held at the Payroll Office.)
9. At no time will submitting an application guarantee employment.
10. Please do not contact supervisors or department heads.

Thank you for your interest in the Thomas Cooper Library.