

# SINCLAIR LIBRARY STUDENT ASSISTANT APPLICATION FORM

**Instructions:**

1. Complete this form
2. Go to: <https://sece.its.hawaii.edu/>
  - a. Search: **Island/Region: Oahu**  
**Category: Library**
  - b. Once Job Search Results have loaded, browse for jobs with 'PS-SL' in the title description. These are the current job openings for Sinclair Library. Select desired job and add to 'myReferral.'
  - c. **Print and attach a referral** for a job opening
3. Attach a copy of your class schedule
4. Submit by email [sinc@hawaii.edu](mailto:sinc@hawaii.edu) or to a Sinclair library employee

DATE: \_\_\_\_\_

Name: \_\_\_\_\_  
Last
First
Middle

Preferred Contact: Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Major: \_\_\_\_\_ Year: Fresh    Soph    Jr    Sr    Grad

Estimated Graduation Date: \_\_\_\_\_ GPA: \_\_\_\_\_

Federal Work Study:    YES    NO

**Job Position #** \_\_\_\_\_

**Indicate position(s) applying for:**

- |   |  |
|---|--|
| <input type="checkbox"/> <b>General Circulation</b> | <input type="checkbox"/> <b>Computer Support</b> |
| <input type="checkbox"/> <b>Music/Reference</b>     | <input type="checkbox"/> <b>Stacks</b>           |
| <input type="checkbox"/> <b>Preservation Crew</b>   |  |

1. Why do you want to work at Sinclair Library? Who referred you?

2. Are you available regardless of semester:

- |             |     |    |                            |     |    |
|-------------|-----|----|----------------------------|-----|----|
| • Weekends? | YES | NO | • Interim breaks?          | YES | NO |
| • Openings? | YES | NO | (Winter / Spring / Summer) |     |    |
| • Closing?  | YES | NO | • Summer?                  | YES | NO |

3. How many hours can you work weekly? (minimum 12 hrs required, 10 hrs for stacks)

- Fall / Spring semester (20 hrs. maximum) \_\_\_\_\_
- Summer (40 hrs. maximum) \_\_\_\_\_
- Interims (40 hrs. maximum) \_\_\_\_\_

4. Attach a copy of your course schedule to the application.

Please indicate the times that you are **available** between 7a.m. and Midnight.

*ex. Monday: 7-9:30am, 2-5pm*

Sunday: \_\_\_\_\_

Thursday: \_\_\_\_\_

Monday: \_\_\_\_\_

Friday: \_\_\_\_\_

Tuesday: \_\_\_\_\_

Saturday: \_\_\_\_\_

Wednesday: \_\_\_\_\_

