

**University of North Carolina at Chapel Hill  
University Libraries  
Student Assistant Employment Application**

**APPLICANT INFORMATION**

<b>FULL NAME</b>	FIRST	MIDDLE	LAST
<b>PREFERRED NAME</b>	FIRST		
<b>LOCAL ADDRESS</b>	STREET	CITY	STATE ZIP
<b>PERMANENT ADDRESS</b>	STREET	CITY	STATE ZIP
<b>PHONE NUMBER</b>		<b>DEGREE CONCENTRATION/MAJOR</b>	
<b>EMAIL ADDRESS</b>		<b>STUDENT YEAR CLASSIFICATION</b>	
<b>UNC PID NUMBER</b>		<b>EXPECTED GRADUATION DATE</b>	
<b>ARE YOU AT LEAST 18 YRS OF AGE?</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<b>ARE YOU LEGALLY AUTHORIZED TO WORK IN THE UNITED STATES?</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO

For which academic term are you applying to work?  FALL  SPRING  SUMMER  
 How many hours will you be registered during this academic term? \_\_\_\_\_ hours

Hours available for work per week: \_\_\_\_\_

DAY OF THE WEEK	TIME BLOCKS OF AVAILABILITY	DAY OF THE WEEK	TIME BLOCKS OF AVAILABILITY
MONDAY		FRIDAY	
TUESDAY		SATURDAY	
WEDNESDAY		SUNDAY	
THURSDAY			

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 UNC-Chapel Hill?  YES  NO  
 If yes, give name of University Department: \_\_\_\_\_  
 Are you currently working in this University Department?  YES  NO  
 If you have previously worked for the University Libraries? If so, please state the number of semesters employed: \_\_\_\_\_ semester(s)

Are you related by blood or marriage, or do you reside with any employee of the University Libraries at UNC?  yes  no  
 if yes, give employee's name: \_\_\_\_\_  
 Relationship: \_\_\_\_\_  
 University Department: \_\_\_\_\_

**ELIGIBILITY STATEMENT**

IN ORDER TO BE ELIGIBLE FOR A STUDENT ASSISTANT POSITION, YOU MUST HAVE UNC-CH 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 WERE UNC STUDENTS IN THE SPRING AND ARE PRE-REGISTERED FOR THE FALL SEMESTER.

YOU MAY NOT WORK MORE THAN 40 HOURS PER WEEK IN ALL COMBINED WORK AT THE UNIVERSITY.

**APPLICANT CERTIFICATION**

I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE THE FOREGOING STATEMENTS ARE CORRECT AND COMPLETE. THE UNIVERSITY LIBRARIES HAS MY PERMISSION TO VERIFY INFORMATION PROVIDED ON THIS FORM.

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## CONDITIONS OF EMPLOYMENT

<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>TIM Manager:</b>		<b>Begin Date (mm/dd/yyyy):</b>	

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 a semester 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 May 12, 2008 the beginning minimum wage rate of pay is \$7.25 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.

### RELEASE OF EMPLOYMENT INFORMATION

If you wish the University Library to be authorized to respond to a reference request on you in the future, you may sign a Release of Employment Information form to be placed in your personnel file before you terminate your employment with the Library. Release of Employment Information form can be requested via email [LibraryHR@unc.edu](mailto:LibraryHR@unc.edu)

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

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