



Albert R. Mann Library

Student Application

General employment at Mann Library

As an employee at Mann library you are expected to be responsive to the needs of our patrons and ensure the smooth operation of Mann Library. **Please email your completed application to and resume (optional) to mann_supervisor@cornell.edu.**

Position requirements:

- Customer Services skills
 - A pleasant, outgoing attitude, and willingness to address patron needs
 - Excellent written and verbal communications skills
 - Good judgment
- Technical requirements
 - Technical skills and an ability to pick up new technology quickly
 - Familiarity with Microsoft Office, Adobe Suite and the Windows & Mac operating systems
 - Ability to troubleshoot equipment and software issues on the fly
 - Familiarity with AV equipment preferred
 - Familiarity with other operating systems & specialized software preferred
- An attention to detail
 - Student workers are responsible for ensuring the proper charging and discharging of items
 - Ability to understand policies and apply them on a daily basis as required
 - Ability to work in a fast paced environment, prioritize and juggle multiple tasks
- Self-motivated
- Dependable
 - All employees must be able to work a minimum of 6 hours a week

Duties include but are not limited to:

- Sorting and shelving books
- Pulling requests for various departments in the library; filling call-slip requests
- Delivering items to faculty offices
- Assisting with the processing of reserves
- Provide basic AV support
- Setting up and sending jobs to large format printers
- Possess a team oriented mindset; wiliness to ask questions, help others as needed

General Information

Name: Full Name, First and Last Date: Date Net ID: Net ID
Local Address: Click here to enter text. Phone: Click here to enter text.

<input type="checkbox"/> I am currently a US Citizen or Permanent Resident
<input type="checkbox"/> Foreign National
Please Note Your Visa Status: <input type="checkbox"/> FI <input type="checkbox"/> J1
<input type="checkbox"/> Other <u>Click here to enter text.</u>

Are you currently employed? Yes / No Are you employed at Cornell? Yes / No

Are you currently:	Registered Full-time and Attending Classes: <input type="checkbox"/> Yes / <input type="checkbox"/> No
	FWS Eligible: <input type="checkbox"/> Yes / <input type="checkbox"/> No
	Tradition Fellow: <input type="checkbox"/> Yes / <input type="checkbox"/> No
	COSEP: <input type="checkbox"/> Yes / <input type="checkbox"/> No

EXPECTED SCHEDULE OF AVAILABILITY...list all available work hours, including weekends and evenings:

How many hours a week do you wish to work: Choose an item.

We require students to work a minimum of 6 hrs/week. Can you meet this requirement? Yes / No

Mann Library is open: Su Noon-Midnight, M-Th 8AM-Midnight, F 8AM-6PM, Sa Noon-7PM

Monday Click here to enter text.
Tuesday Click here to enter text.
Wednesday Click here to enter text.
Thursday Click here to enter text.
Friday Click here to enter text.
Saturday Click here to enter text.
Sunday Click here to enter text.

What breaks / Holidays will you be available

Winter Break	<input type="checkbox"/> Yes / <input type="checkbox"/> No / <input type="checkbox"/> Maybe
Spring Break	<input type="checkbox"/> Yes / <input type="checkbox"/> No / <input type="checkbox"/> Maybe
Summer Session	<input type="checkbox"/> Yes / <input type="checkbox"/> No / <input type="checkbox"/> Maybe

College of study: Click here to enter text. Major: Click here to enter text.
Expected year of graduation: Click here to enter text. Undergrad / Graduate Student

Have you ever been referred to the Judicial Administrator for alleged violation(s) of the Campus Code of Conduct? <input type="checkbox"/> Yes / <input type="checkbox"/> No
If you answered yes, please give dates (including currently pending matters), describe the circumstances, and indicate how the case was resolved <u>Click here to enter text.</u>

General Information (Continued)

We expect all of our employees to be attentive to the needs of our patrons. What is the personal quality that you think best qualifies you for this?

Click here to enter text.

Please list any clubs, sports or other activities you are involved in?

Click here to enter text.

Provide two personal strengths that you feel will help you excel as an employee.

Click here to enter text.

Employment History

list most recent, relevant employment first

Position #1

Employer:	Click here to enter text.	Dates:	Click here to enter text.
Supervisor's Name:	Click here to enter text.	Phone Number:	Click here to enter text.
Employer's Address:	Click here to enter text.		
Position Held/Duties	Click here to enter text.		

Position #2

Employer:	Click here to enter text.	Dates:	Click here to enter text.
Supervisor's Name:	Click here to enter text.	Phone Number:	Click here to enter text.
Employer's Address:	Click here to enter text.		
Position Held/Duties	Click here to enter text.		

Position #3

Employer:	Click here to enter text.	Dates:	Click here to enter text.
Supervisor's Name:	Click here to enter text.	Phone Number:	Click here to enter text.
Employer's Address:	Click here to enter text.		
Position Held/Duties	Click here to enter text.		

REFERENCES

Please list at least two contacts

Reference #1

Contact name:	Click here to enter text.	Phone Number:	Area code / Phone
Relationship:	Click here to enter text.		

Reference #2

Contact name:	Click here to enter text.	Phone Number:	Area code / Phone
Relationship:	Click here to enter text.		

Were you referred by another student employee?

Contact name:	Click here to enter text.	Phone Number:	Area code / Phone
Relationship:	Click here to enter text.		

Additional Reference #1

Contact name:	Click here to enter text.	Phone Number:	Area code / Phone
Relationship:	Click here to enter text.		

Additional Reference #2

Contact name:	Click here to enter text.	Phone Number:	Area code / Phone
Relationship:	Click here to enter text.		

Technical Expertise

Please rate your knowledge for the following from 1 to 5. 1 being no experience to 5 being expert

	1 None	2 Some	3 Average	4 Proficient	5 Expert
Operating systems					
Windows OS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mac OS / iOS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Android	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft office suite					
Power Point	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Word	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adobe suite					
Photoshop	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Illustrator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hardware					
Digital Scanning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Laser Printers (clearing Jams, Changing toner)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Av Equipment*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Please list what Av Equipment you have prior experience with and in what context.

Click here to enter text.

Please list any other software / hardware experience you have not listed above:

Click here to enter text.

I hereby authorize Mann library or its representatives to contact my past employers, references and the Judicial Administrator (if applicable)*. This release will remain in effect unless revoked in writing, or until I leave the employment of Mann Library. I also certify that all information I have given in this application is true and correct, and I understand that misrepresentation or omission of facts may be grounds for termination.

*If you indicate that you have been referred to the Judicial Administrator (JA) you are also giving Mann Library or its representatives permission to contact the JA about the offence stated and any and all information, in the JA's opinion, that may be relevant to your duties and responsibilities here at Mann Library.

Name (digital signature) [Click here to enter text.](#)

Date [Click here to enter text.](#)

Typing your full name and date constitutes a digital signature