



# SMU Libraries Student Assistant Application

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Student ID # \_\_\_\_\_ Email: \_\_\_\_\_

Campus Address: \_\_\_\_\_

Hours Available:

Permanent Address \_\_\_\_\_

Monday \_\_\_\_\_

Country of Citizenship \_\_\_\_\_

Tuesday \_\_\_\_\_

Major: \_\_\_\_\_ Expected graduation date: \_\_\_\_\_

Wednesday \_\_\_\_\_

Graduate (?) Undergraduate (?) Circle one

Thursday \_\_\_\_\_

Work Experience and Skills \_\_\_\_\_

Friday \_\_\_\_\_

\_\_\_\_\_

Saturday \_\_\_\_\_

\_\_\_\_\_

Sunday \_\_\_\_\_

Are you currently employed at another job at SMU? \_\_\_\_\_ How many hours a week would you like to work? \_\_\_\_\_

Previous Employment: \_\_\_\_\_

Present Employment: \_\_\_\_\_

Federal Work Study Student (U.S. students only) \_\_\_\_\_ Yes \_\_\_\_\_ No

Local relative or other contact person: Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

\*\*\*\*\*STUDENT GUIDELINES & CODES OF CONDUCT\*\*\*\*\*

**Student Assistants:**

- Generally work a minimum of 10 hours per week
- Are expected to be punctual and responsible
- Are expected to work the full academic term
- May be terminated due to misconduct, poor work, unexcused absence or habitual tardiness
- International students cannot exceed more than 20 hours per week in all SMU jobs combined, without special permission.
- Non-international students may NOT work more than 40 hours a week in any combination of jobs at SMU.

Signature of Student Assistant: \_\_\_\_\_ Date: \_\_\_\_\_

**TO BE COMPLETED BY SUPERVISOR:**

Org. #: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Department: \_\_\_\_\_ First day of work: \_\_\_\_\_ Hourly wage: \_\_\_\_\_