



Central University Libraries Student Assistant Application

Name: _____ Phone: _____

Student ID # _____ email: _____

Campus Address: _____

Hours Available:

Permanent Address: _____

Monday _____

Major: _____ Class: _____

Tuesday _____

Work Experience and Skills: _____

Wednesday _____

Thursday _____

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: _____ Date: _____

To be completed by Supervisor:		Classification: _____	
Supervisor: _____	Department: _____	First day of work: _____	Hourly wage: _____