**Library Circulation Student Helper Application**

|  |
| --- |
| *NAME*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *NAME in* *Chinese (if applicable):\_*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *STUDENT NO*.: \_\_\_\_\_\_\_\_\_\_\_\_ *HKID NO*.: \_\_\_\_\_\_\_\_\_\_\_\_ *DEPT*: \_\_\_\_\_\_\_\_\_\_ *YEAR*: \_\_\_\_\_\_\_\_\_\_ (2016/2017)  *E-MAIL*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *TEL:(Home)\_*\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *TEL:* (*Mobile*) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *HOME ADDRESS*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *HALL ADDRESS:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Any experience working in a library?  [ ] Yes *(please specify)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ] No  Any work / voluntary service experience?  [ ] Yes *(please specify)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ] No |

|  |
| --- |
| **Job Duties**   * The student will work at the Circulation Counter or on Library floors for stack duties. * Counter duties include check-out and check-in of library materials, answering general enquiries,   helping users to search books and tidying up at library closing.   * Stack duties include shelving, shelf-reading, patrol, newspaper handling and other duties as assigned.   **Requirements**   * Good communication, interpersonal skills and team spirit * Strong sense of responsibility |

**Application**

* + **Part-time** employment with contract period: **1 June - 31 August 2017**
  + Salary: **HK$56** per hour / Maximum 17 hours per week
  + Submit the completed application form and confirmed class time-table to the Circulation counter on G/F

or by email to [lbcirc@ust.hk](mailto:lbcirc@ust.hk) on or before **21 May 2017**

* + Only shortlisted candidates will be invited for interview

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Working Time** | **MON** | **TUE** | **WED** | **THU** | **FRI** |
| 9 am - 12 nn (3 hrs) |  |  |  |  |  |
| 2 pm - 5 pm (3 hrs) |  |  |  |  |  |
| 5:30 pm - 9:30 pm (4 hrs) |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Working Time** | **SAT** |  |  | **Working Time** | **SUN** |
| 9 am - 1 pm (4 hrs) |  |  |  | 1 - 5 pm (4 hrs) |  |
| 3:30 pm - 7:30 pm (4 hrs) |  |  |  |  |  |
|  |  |  |  |  |  |

***[ ✓ ] Tick all available time slots above***

|  |
| --- |
| *Information collected on this form is required to process your request, and will be treated as confidential.* |

\* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \*

**Office Use Only**

Interview date/time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Remarks: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Offer: [ ] Yes [ ] No 9 May 2017

- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

**For Enquiry**

Please contact Ms. Julia Liu at 2358-6778 or email to [lbcirc@ust.hk](mailto:lbcirc@ust.hk)