

**Special Collections**

615 McCallie Avenue  
Chattanooga, TN 37403  
[www.utc.edu/library/special-collections/](http://www.utc.edu/library/special-collections/)

## Student Assistant, Intern, and Volunteer Application

Complete this application and submit it along with your resume and a cover letter to the Director of Special Collections, Carolyn Runyon, using the UT Vault.

- Log into UT Vault at [vault.utk.edu](http://vault.utk.edu) using your alias address and UTC password. Every UTC student has an alias address. Example: [abc123@mocs.utc.edu](mailto:abc123@mocs.utc.edu) would enter her email address as [ABC123@tennessee.edu](mailto:ABC123@tennessee.edu).
- Address the message to Carolyn Runyon at [Carolyn-Runyon@utc.edu](mailto:Carolyn-Runyon@utc.edu) with the Subject: Application – Your Name. Compose your message and attach your cover letter, resume, and complete application.
- Check the box “Send me verification when the message is received.”

### Basic Information

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

***Special Collections uses the following information to create a record for you in the University's personnel management system.***

Social Security Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

Marital Status  Single  Married

Are you a United States citizen?  Yes  No

## Library/Museum Experience

Have you worked or worked, interned, or volunteered in a library before?  Yes

No

If yes, please list your main duties. Please note that lack of experience will not prevent you from being selected for a position in Special Collections.

## Experience

List your most recent work, internship, or volunteer experience.

Employer \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Job Title \_\_\_\_\_

Duties \_\_\_\_\_

Date of Employment From \_\_\_\_\_ To \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone \_\_\_\_\_

May we contact your most recent supervisor?  Yes

No

## Availability

Complete the chart below to indicate the times you are available to work each day. Special Collections is open Monday-Thursday, 8 AM – 5 PM and Friday, 8 AM – 4:30 PM. Interns must be willing to work onsite at least 15 hours a week during the UTC Summer Long Term and 12 hours a week during the UTC Fall and Spring Long Terms. See the [academic calendar](#) for details. Volunteers must be willing to work at least 5 hours a week for a minimum of 6 months.

Day	Monday	Tuesday	Wednesday	Thursday	Friday
Example	3PM-5PM	9AM-11AM	12PM-4PM	11AM-1PM	2PM-4:30PM
Availability					

## Skills

Rate your experience or proficiency with the technology and software listed below using the following scale.

1. Novice (Never used and not interested).
2. Novice (Never used, but would love to learn.)
3. Beginner (Used a little, sporadically, or a long time ago.)
4. Intermediate (Use regularly and can quickly figure out what I don't know.)
5. Expert (Have extensive experience and often help others learn.)

\_\_\_\_\_ Word processors, e.g. Word, Google Docs

\_\_\_\_\_ Audio editors, e.g. Audacity

\_\_\_\_\_ Spreadsheets, e.g. Excel, Google Sheets

\_\_\_\_\_ Digital cameras and photography

\_\_\_\_\_ Graphic Design, e.g. InDesign, Illustrator

\_\_\_\_\_ Scanners

\_\_\_\_\_ Video editors, e.g. Premiere, Handbrake

List any foreign language proficiencies. \_\_\_\_\_

## References

Please list two references. Appropriate references include teachers, professors, advisors, supervisors, volunteer managers, coaches, and colleagues. Do not include family, friends, or casual acquaintances.

### Reference

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Relationship to Applicant

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

## Reference

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Relationship to Applicant

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

## Acknowledgement

- I certify that the information provided on this application is accurate. I understand that withholding of information or giving false information will result in a refusal to hire or in disciplinary action up to and including termination.