

Special Collections

615 McCallie Avenue
Chattanooga, TN 37403
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 using your alias address and UTC password. Every UTC student has an alias address. Example: abc123@mocs.utc.edu would enter her email address as ABC123@tennessee.edu.
- Address the message to Carolyn Runyon at 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

Gender? Female Male Undeclared

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.