



King's Library
6350 Coburg Road
Halifax, Nova Scotia B3H 2A1
902-422-1271 ext. 171
circulation@ukings.ca

2026-2027 Library Student Assistant Application

First Name: _____ Last Name: _____

Preferred Name (if different): _____

Pronouns (optional): ☐ She/Her ☐ He/Him ☐ They/Them ☐ Other _____

B#: _____

Address: _____

Phone: _____

Student Email: _____

Personal Email: _____

Preferred Email: ☐ Student Email ☐ Personal Email

Program Information

Degree Program/Main Area of Study: _____

How many years have been completed (# of #) : _____

Skills

Check any areas in which you have skills or experience:

☐ Customer Service ☐ Data Entry ☐ Filing/Record Keeping ☐ Digital Imaging

☐ Scanning ☐ Previous Library Experience ☐ Previous Office Experience

☐ Other _____

Check software and applications you have used:

☐ Windows 10 ☐ Mac OS ☐ Microsoft Word ☐ Microsoft Excel ☐ Outlook

☐ PowerPoint ☐ Canva ☐ Adobe Acrobat Pro ☐ HTML ☐ CSS ☐ Alma

☐ LibGuides ☐ Other _____



King's Library
6350 Coburg Road
Halifax, Nova Scotia B3H 2A1
902-422-1271 ext. 171
circulation@ukings.ca

About You

Please briefly outline below any relevant courses or experience you have that would be an asset to this position:

Is there anything else you would like us to consider when reviewing your application? (Other skills or qualities you feel would be of benefit?):

Availability

Please complete your weekly availability using the following terms:

Preferred	Your top choice(s) to work regular weekly shift(s)
Available	If preferred shift not available, able and willing to work this regularly
Not Available	Unavailable for a weekly shift

Please consider the travel time between when a class ends to when you would be able to start your shift when filling out your availability.

	MON	TUE	WED	THU	FRI	SAT	SUN
11:00am	11-2	11-2	11-2	11-2	11-2	11-4	
12:00pm							12-5
1:00pm							
2:00pm							
3:00pm							
4:00pm						4-9	
5:00pm	5-10	5-10	5-10	5-10	5-9		5-10
6:00pm							
7:00pm							
8:00pm							
9:00pm							
10:00pm							

Would prefer (per week) : ☐ 2 shifts ☐ 3 shifts ☐ as many hours as possible

Please note, only those who are invited for an interview will be contacted.

Thank you for your application.