

**Student Employment Application for  
CMU Bookstore, MicroChips, Global Campus Textbooks, Embroidery & Imprint Shop**

Name:	Date:
Campus or Local Address:	Local or Cell Phone:
Home Address:	Permanent Phone:
E-mail Address:	

*Please be aware that students hired to work by the CMU Bookstore are required to work all available hours during our Book Rush and Buy Back periods. Most Bookstore employees will be required to report 2 weeks before the fall semester begins and 1 week before Spring Semester starts. Applications are kept on file as long as your class schedule is kept current. Applications may be mailed or delivered to: CMU Bookstore, 202 Bovee University Center, Central Michigan University, Mt. Pleasant, MI 48859. Applications may also be faxed to 989-774-2480 or submitted electronically from our website, cmubookstore.com.*

Check the area(s) of the store are you interested in working in. **Departments include:**  Cashier  Art & School Supplies  Receiving  Textbooks  Clothing  Office  MicroChips  Global Campus Textbooks  Custom Embroidery & Imprint Shop

If hired, when could you start work? \_\_\_\_\_

How many hours per week would you wish to work? (A certain number of hours are *not* guaranteed.) \_\_\_\_\_

Are you available to work Saturdays? (We work extended hours during Book Rush, Buy Back, Inventory, and for home football games, as well as 10:00-5:00 on normal Saturdays.) \_\_\_\_\_

Have you (check those that apply)  run a cash register,  worked in a retail store,  answered phones at a business,  used Word/Excel software,  received merchandise,  shipped merchandise,  stocked merchandise,  done displays of merchandise,  participated in inventory,  assisted customers,  done filing,  website design?

Are you available to work during semester breaks (Winter & Spring Breaks)? \_\_\_\_\_

Would you be interested in working summers? We are usually open 8:00-5:00, Monday-Friday. \_\_\_\_\_

Are you currently employed by CMU, or have you been in the past? \_\_\_\_\_ If so, where and what dates?

Please indicate your class rank:  Freshman  Sophomore  Junior  Senior

If a freshman, will you be attending Leadership Safari? \_\_\_\_\_

**List any work experiences or work related talents you have had that may be valuable to the CMU Bookstore if you were employed here:**

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Please fill in the hours you are **NOT** available to work due to class or other commitments.

Class Schedule for \_\_\_\_\_ semester of \_\_\_\_\_  
(Spring/Fall) (Year)

Hour	Mon	Tues	Wed	Thurs	Fri	Sat
8-8:30						
8:30-9						
9-9:30						
9:30-10						
10-10:30						
10:30-11						
11-11:30						
11:30-12						
12-12:30						
12:30-1						
1-1:30						
1:30-2						
2-2:30						
2:30-3						
3-3:30						
3:30-4						
4-4:30						
4:30-5						
5-5:30						
5:30-6						
6-6:30						
6:30-7						
7-7:30						
7:30-8						
8-8:30						
8:30-9						