

**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:	Campus ID Number:

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						