Student Employment Application

Name:	Campus ID #:	Date:

Campus or Local Address:		

Home Address:		
	City	State

Email address:	Cell Phone:	Home Phone:

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** or emailed to **willi2jf@cmich.edu.**

Check the area(s) of the store you are interested in working in:

- ☐ Art & School Supplies
- ☐ Cashier
- ☐ Clothing
- ☐ Custom Embroidery Shop
- ☐ Global Campus Textbooks
- ☐ MicroChips
- ☐ Office
- ☐ Receiving
- ☐ Textbooks

If hired, when could you start work?

Are you available to work Saturdays?

We work extended hours during Book Rush, Buy Back, Inventory, and for home football games, as well as 10-3 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
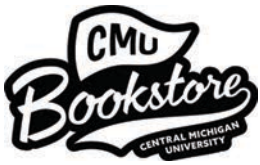- ☐ interest in technology

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

Would you be interested in working summers? (8-5 M-F)

Please indicate your class rank: ☐ Freshman ☐ Sophomore ☐ Junior ☐ Senior

Will you be participating in Leadership Safari? ☐   **Do you live on campus?** ☐

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

Class Schedule

Semester [   ]   Year [   ]

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

Hour	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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						