

CMU Bookstore Application for Student Employment

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. Please re-apply each semester if you are still interested in employment. 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.

What area of the store are you interested in working in? (Departments include: Cashier/Art/School Supplies/Receiving/Textbooks/Clothing/Office/MicroChips.) _____

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 are open extended hours during Book Rush and for home football games, as well as 10:00-3:00 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?

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. _____

Have you been employed by CMU in the past? _____ If so, where? _____

List any work experiences or work related talents you have had that may be valuable to the CMU Bookstore if you were employed here: (Use the back of this page if necessary.)

Please fill in the hours you are <i>not</i> available to work due to class or other commitments.						
Class Schedule for _____ semester of _____						
Hour	Mon	Tues	Wed	Thurs	Fri	Sat
8-9						
9-10						
10-11						
11-12						
12-1						
1-2						
2-3						
3-4						
4-5						
5-7						

Additional Information: