

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:

- | | | |
|--|--|------------------------------------|
| <input type="checkbox"/> Art & School Supplies | <input type="checkbox"/> Custom Embroidery Shop | <input type="checkbox"/> Office |
| <input type="checkbox"/> Cashier | <input type="checkbox"/> Global Campus Textbooks | <input type="checkbox"/> Receiving |
| <input type="checkbox"/> Clothing | <input type="checkbox"/> MicroChips | <input type="checkbox"/> 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):

- | | | |
|--|---|--|
| <input type="checkbox"/> run a cash register | <input type="checkbox"/> received merchandise | <input type="checkbox"/> participated in inventory |
| <input type="checkbox"/> worked in a retail store | <input type="checkbox"/> shipped merchandise | <input type="checkbox"/> assisted customers |
| <input type="checkbox"/> answered phones at a business | <input type="checkbox"/> stocked merchandise | <input type="checkbox"/> done filing |
| <input type="checkbox"/> used Word/Excel software | <input type="checkbox"/> done displays of merchandise | <input type="checkbox"/> 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						