

# MISSOURI STATE UNIVERSITY

Springfield, MO

## Bookstore Application

Date: \_\_\_\_\_

Name: \_\_\_\_\_  
(Last) (First) (Middle) (Maiden)

Local Address: \_\_\_\_\_  
(Street) (City) (County) (State) (Zip)

Permanent Address: \_\_\_\_\_  
(Street) (City) (County) (State) (Zip)

Major: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Bearmail Address: \_\_\_\_\_@Live.MissouriState.edu Minor: \_\_\_\_\_

M-Number: \_\_\_\_\_

Have you ever pled guilty to, pled no contest to or been convicted of any felony violations?

Yes. Please explain below. No.

Are you legally authorized to work in the United States? Yes. No.

### Personal References

(Not former employers or relatives)

Name	Occupation	Address	Telephone

### Employment Record

All present and past employers (Most Recent First)

Name and Address of Employers	Date Month/Year	
Name: _____ Address: _____ Telephone: _____ Title: _____	From: _____  To: _____	Job Title: _____ Job Duties: _____ Reason for Leaving: _____
Name: _____ Address: _____ Telephone: _____ Title: _____	From: _____  To: _____	Job Title: _____ Job Duties: _____ Reason for Leaving: _____
Name: _____ Address: _____ Telephone: _____ Title: _____	From: _____  To: _____	Job Title: _____ Job Duties: _____ Reason for Leaving: _____

Please check the areas in which you would like to work:

Cashier

Clinique

Clothing

Convenience Stores

Electronics

Office Assistant

Shipping/Receiving

Special Events

Textbooks

No Preference

In the space provided, please describe your qualifications for the jobs you selected; why you have that preference and any special skills that you may possess.

In the space provided, please describe your level of proficiency with computers and technology.

How did you find out about the job?

I want to work at the Bookstore because:

My definition of Customer Service is:

You can count on me to:

I expect my supervisor to:

Please note your availability in the grid below. Type "Class" during every block that your class is in session (it is not necessary to account for travel time to class). Please type "Other" in the blocks where you cannot work for reasons other than class. This may include your extra curricular events, club meetings, practice or rehearsal time, etc.

NOTE: You may be required to work some weekends, and your schedules will be made accordingly.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7:30							
8:00							
8:30							
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10:30							
11:00							

How many hours are you interested in working per week? \_\_\_\_\_

Are you willing to work evening hours?    Yes    No                      Do you prefer evening hours?    Yes    No  
 Are you willing to work morning hours?    Yes    No                      Do you prefer morning hours?    Yes    No

\* While weekends are not listed on the chart above, you may be required to work the weekend (Friday, Saturday, and Sunday) prior to the start of every semester. It is also required to work some Saturdays when it is necessary for the store to be open for extended hours.

Credit Hours Completed \_\_\_\_\_ Credit Hours Currently Enrolled \_\_\_\_\_ Cumulative GPA \_\_\_\_\_

# Certification

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## Non Discrimination Statement

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Missouri State University is a community of people with respect for diversity. The University emphasizes the dignity and equality common to all persons and adheres to a strict nondiscrimination policy regarding the treatment of individual faculty, staff, and students. In accord with federal law and applicable Missouri statutes, the University does not discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, disability, or veteran status in employment or in any program or activity offered or sponsored by the University. Prohibited sex discrimination encompasses sexual harassment, which includes sexual violence. In addition, the University does not discriminate on any basis (including, but not limited to, political affiliation and sexual orientation) not related to the applicable educational requirements for students or the applicable job requirements for employees.

This policy shall not be interpreted in a manner as to violate the legal rights of religious organizations or military organizations associated with the Armed Forces of the United States of America.

The University maintains a grievance procedure incorporating due process available to any person who believes he or she has been discriminated against. Missouri State University is an Equal Opportunity/Affirmative Action/Minority/Female/Veterans/Disability employer and institution. Inquiries concerning the grievance procedure, Affirmative Action Plan, or compliance with federal and state laws and guidelines should be addressed to the Equal Opportunity Officer, Office for Institutional Equity and Compliance, 901 South National Avenue, Springfield, Missouri 65897, [Equity@Missouristate.edu](mailto:Equity@Missouristate.edu), (417) 836-4252, or to the Office for Civil Rights.

## Accommodation Policy

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If you are disabled, and need accommodation to perform the job properly and safely, please contact the Office for Institutional Equity and Compliance at (417) 836-4252 (voice), (417) 836 3257 (tty), or via email at [Equity@Missouristate.edu](mailto:Equity@Missouristate.edu) to begin an interactive discussion to identify and provide you a reasonable accommodation.

## Employment Application

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I certify that the information I have provided in this application is true and correct. I agree if the information is found to be false in any respect, including the omission of information, I will be subject to dismissal if employed or disqualification from employment if not employed. I authorize you to investigate all information in this application by making reference checks and reviewing any legally available materials. I authorize my former employers to release information pertaining to my work records, habits, and performance. I understand that before any offer of employment is finalized, I may be required to submit to a urine drug screen and a background check at the University's expense.

## E-Verify Program

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Missouri State University is a participating employer in the E-Verify program. All employees will be required to be approved by the Department of Homeland Security (DHS) to determine eligibility to work in the United States.

I have read and understand the above Missouri State University policies. I have provided accurate and factual information on my employment application and application materials.

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Date

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Signature of Applicant