

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)

Local Telephone: _____ Cell phone: _____

Major: _____ Minor: _____

Bearmail Address: _____@MissouriState.edu Social Security Number: _____

_____@Live.MissouriState.edu M-Number: _____

Have you ever been convicted of any felony violations? Yes No If yes, please explain.

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: _____
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 | It's a Greek Thing (PSU) |
| Clothing/BearWear Shops | Team Store (JQH Arena) |
| Shipping/Textbooks | Computer Connection/BearHouse Entertainment* |
| Clinique | ETC |
| School/Art Supplies | Bear Necessities |
| Office Assistant | PawPrints (PSU) |
| | 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.

*If you are interested in working in one of the **technology related** departments, (Computer Connection and Bearhouse entertainment) You must work in **both** areas to qualify.

In the space provided, please describe your level of proficiency with computers and technology. Be specific in your description in relation to video games, music, movies, wireless technology, hardware and computer experience and knowledge.

How did you find out about the job?

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
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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, it is always 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 _____

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:

Application Terms

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.

It is the policy of Missouri State University not to 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. In addition, the University does not discriminate on any basis not related to the applicable educational requirements for students or the applicable job requirements for employees. The University is an Equal Opportunity/Affirmative Action employer.

The following areas must be completed to be considered.

I certify that the above statements and the materials I have submitted in support of this application are correct, and I understand that misrepresentation of any statement is cause for cancellation of my application and sufficient cause for dismissal without notice if employed. I further understand that all policies, rules, and regulations of the Board of Governors affecting my employment shall constitute a part of my appointment or employment.

I hereby authorize Missouri State University to conduct an investigation with my respect to my application. I authorize my former employers and references to give any and all information regarding my employment, also any other information whether personal or otherwise that may or may not be on their records. I also consent to and authorize a background check, including criminal record, at the expense of the University, if applicable to the position for which I have applied. I hereby release all parties from liability for any damage that may ensue from negligently furnishing or receiving information or opinions as to my employment or character.

Date

Signature of Applicant