

WIU BOOKSTORE



BOOKS

GEAR

APPAREL

CHEER

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email: _____

Available Start Date: _____ Student ID #: _____

Position Applying for: **Student Assistant – 1010 – Level 1**

Have you ever worked for this University? YES NO If yes, where? _____

Are you able to substitute shifts? _____ Did anyone refer you to the WIU Bookstore; if so, who? _____

Do you have any events/activities that could prevent you from working and if so, what? _____

Education

Major: _____ Class Level: _____ Expected Grad Date: _____

References - Please list three professional references.

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Previous Employment - Please list most recent jobs.

Company: _____ Phone: _____
 Job Title: _____ Supervisor: _____
 Responsibilities: _____
 From: _____ To: _____ Reason for Leaving: _____
 YES NO
 May we contact your previous supervisor for a reference?

Company: _____ Phone: _____
 Job Title: _____ Supervisor: _____
 Responsibilities: _____
 From: _____ To: _____ Reason for Leaving: _____
 YES NO
 May we contact your previous supervisor for a reference?

Company: _____ Phone: _____
 Job Title: _____ Supervisor: _____
 Responsibilities: _____
 From: _____ To: _____ Reason for Leaving: _____
 YES NO
 May we contact your previous supervisor for a reference?

Availability – Please list all available times you can work during each day.

<i>Sunday</i>	
<i>Monday</i>	
<i>Tuesday</i>	
<i>Wednesday</i>	
<i>Thursday</i>	
<i>Friday</i>	
<i>Saturday</i>	

- Usually the WIU Bookstore hours are 8:00am – 5:00pm Mon-Fri, but subject to change.
- Depending on the weekend and semester we might be open anytime between 8:00am – 8:00pm Sat/Sun, but subject to change.
- We will make sure ahead of time you know what weekends we'll be open, but we expect everyone to fill in for a few weekend shifts during each semester.

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading info in my application or interview may result in my release.

Signature: _____ Date: _____

Please attach a current Resume and Cover Letter to this Application, thank you!