

Educational Information:

Are you academically eligible (minimum semester and cumulative GPA of 2.00) for employment? _____ Yes _____ No

Are you eligible for Federal Work-Study Employment? _____ Yes _____ No

Status (circle one) Freshman Sophomore Junior Senior Graduate Hours Currently Enrolled: _____

Major _____ Minor _____ Anticipated graduation date _____

Employment History

Begin with your most recent employer. Please list any volunteer or military experience that may be applicable. BE SURE to fill out each section completely. Another page can be added if necessary.

Present / Last Employer	Dates employed: from _____ to _____
Address (Street, City, State, ZIP)	Phone:
Summary of duties & job title	Reason for leaving:
Supervisor name, title, telephone number	May we contact this employer? Yes _____ No _____

Employer	Dates employed: from _____ to _____
Address (Street, City, State, ZIP)	Phone:
Summary of duties & job title	Reason for leaving:
Supervisor name, title, telephone number	May we contact this employer? Yes _____ No _____

Employer	Dates employed: from _____ to _____
Address (Street, City, State, ZIP)	Phone:
Summary of duties & job title	Reason for leaving:
Supervisor name, title, telephone number	May we contact this employer? Yes _____ No _____

Employer	Dates employed: from _____ to _____
Address (Street, City, State, ZIP)	Phone:
Summary of duties & job title	Reason for leaving:
Supervisor name, title, telephone number	May we contact this employer? Yes _____ No _____

Professional References

This list should include people who you have a professional relationship with and could verify your character qualifications. Please do not include relatives.

Full Name	Relationship	
Address (street address, city, state, zip code)	Day Phone	Evening Phone
Full Name	Relationship	
Address (street address, city, state, zip code)	Day Phone	Evening Phone
Full Name	Relationship	
Address (street address, city, state, zip code)	Day Phone	Evening Phone

Special Skills, Accomplishments & Awards

Describe your special qualifications, skills or accomplishments that may help you qualify for this position. (example: cash register, keyboarding, computer skills, accounting, etc.) In addition, please list membership in any organization at this University.

Position Preferences

What type of work are you seeking? Indicate your top three choices by placing a "1", "2", or "3" next to the position, "1" being your most preferred position. Job summaries are attached for your convenience.

- | | | |
|--|--|---|
| <input type="checkbox"/> Union Station Computers | <input type="checkbox"/> Business Office | <input type="checkbox"/> Technical Support/Data Entry |
| <input type="checkbox"/> Cashier/Customer Service/Clerical | <input type="checkbox"/> Receiving | <input type="checkbox"/> Web Designer |
| <input type="checkbox"/> Sales Floor/Customer Service | <input type="checkbox"/> Textbooks | <input type="checkbox"/> Graphic Designer |

What previous work experience do you have that would help you qualify for one of these positions? Please be specific about any previous experience.

Acknowledgement & Signature

I acknowledge that a requirement of employment at University Store and Union Station may include a background criminal check. I declare the information provided on this application is true, correct, and complete to the best of my knowledge. I understand that if employed, any falsification, misstatement, or omission of fact in connection with my application, whether on this document or not, may result in immediate termination of employment. I also give University Store management permission to verify my GPA and current standing at the University of Central Missouri.

Signature

Date

UCM actively follows a policy of nondiscrimination in regard to age, race, color, religion, sex, national origin, veterans, and persons with handicaps and/or disabilities. Arrangements will be made if you have a disability that requires an accommodation in completing the application form or in interviewing.

University Store is an AA/EOE/ADA Employer

Qualifications

- Good standing with the University (not on any disciplinary or academic probation)
- Minimum semester and cumulative GPA of 2.00
- Able to work well with the public and co-workers
- Able to lift at least 50 pounds
- Able to stand for prolonged periods
- Keyboarding skills
- Accuracy with numbers
- Willing to learn

University Store Job Summaries

- **Union Station (Computer Store)** – Includes but not limited to customer assistance, cashiering, pre- and post-sale consultation, troubleshooting, order fulfillment and working knowledge of computer hardware and software (PC and Mac).
- **Cashier/Customer Service/Clerical** – Provides cashier functions, customer assistance in the location and selection of merchandise, data entry, telephone skills, orders, department charges, student accounts, rental inventory and records, point-of-sale maintenance, housekeeping chores, working knowledge of computers and assisting other departments as needed. Some evenings and weekends for special events required.
- **Sales Floor/Customer Service** – Includes but not limited to customer assistance, stocking and cleaning shelves/inventory, organizing merchandise and in-store displays, working knowledge of computers, data entry, and assisting other departments as needed.
- **Business Office** – Processes vendor payments, reconciles account statements, and assists with payroll and human resource functions. Works frequently in the Banner Financial system and MS Office, especially MS Excel. Occasional telephone and filing duties.
- **Receiving** – Includes but not limited to loading and unloading delivery trucks, inventory, packaging merchandise, delivering merchandise to customers, data entry, taking phone and online orders and assisting other departments as needed. Must be able to work in varying climates. Must have working knowledge of computers. Some lifting required.
- **Textbooks** – Includes customer assistance in the location and selection of textbooks, stocking shelves, inventorying, organizing, working knowledge of computers, telephone skills, data entry, assisting other departments, cleaning shelves. Some lifting required.

- **Technical Support/Data Entry** – Includes but not limited to establishing procedures for working with computer systems and troubleshooting, acting as a point of contact to software and systems support, maintaining server, assisting employees with technical difficulties, and assisting other departments as needed.

AVAILABILITY FORM

Name: _____ Student ID #: _____

Phone Number: _____ E-mail Address: _____

Session: Fall Spring Summer Temp

Buyback Only Distribution Only

Indicate the hours you are **available to work** by placing an "X" in the blocks below. Please mark weekend availability as well.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:00							
7:00							
8:00							
9:00							
10:00							
11:00							
12:00							
1:00							
2:00							
3:00							
4:00							
5:00							
6:00							
7:00							