

the university BOOK STORE

711 State Street • Madison, Wisconsin 53703

APPLICATION FOR EMPLOYMENT

This firm does not discriminate in hiring or employment on the basis of race, color, creed, religion, national origin, ancestry, mental or physical disability, sex, sexual orientation, marital status, age, arrest record, conviction record, membership in the national guard, state defense force or any reserve component of the military forces of the United States or the State of Wisconsin. No questions on this application are intended to secure information to be used for such discrimination.

Date:	Are you over 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Name:			
Present Address:			
City:	State:	Zip Code:	Tel. Number:
Email:			

Position Applied For:	Salary Expectations:		
Location Preferred (State St., Hilldale, HSLC, Brookfield, Warehouse):	<input type="checkbox"/> Full time	<input type="checkbox"/> Part time	<input type="checkbox"/> Summer Only
Have you been employed by the University Book Store before? (If yes, provide dates)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	From: To:
Are you authorized to work in the United States? (Upon hiring, proof will be required)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Referred By: <input type="checkbox"/> Friend - Name:	<input type="checkbox"/> Website - Name:	<input type="checkbox"/> Walk-In	
Have you been convicted of a felony? (A conviction is not an automatic bar to employment.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes, please state the nature of the crime, when, where and disposition of offense:			

Personal References

Name and Occupation	Address	Telephone Number

Education

	Name & Location of School	Years Attended	Course of Study	Did You Graduate?
HIGHSCHOOL				
COLLEGE				
OTHER				

Military Service

Branch:	Dates From:	To:
Special Military Training Or Education:		

Employment Record

Please give full descriptions, beginning with most recent employment (if not continually employed, please indicate periods of unemployment).

Employer:	Dates Employed		Hourly Rate / Salary	
Street Address:	From	To	Starting	Final
City: State: Zip:				
Telephone Number:	Job Responsibilities:			
Job Title:				
Supervisor:				
Reason For Leaving:				

Employer:	Dates Employed		Hourly Rate / Salary	
Street Address:	From	To	Starting	Final
City: State: Zip:				
Telephone Number:	Job Responsibilities:			
Job Title:				
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Telephone Number:	Job Responsibilities:			
Job Title:				
Supervisor:				
Reason For Leaving:				

I hereby authorize University Book Store to investigate any and all statements made on this application including my prior work history, and specifically release University Book Store, its officers and agents and my prior employers from any and all liability for such investigation. In accepting employment with the company, I agree and understand that either the company or I may terminate my employment and compensation at any time, with or without notice and with or without cause.
 The facts set forth in my application are true and complete. I understand that any false statement on this application is grounds for disqualification for further employment consideration or for dismissal from employment.

SIGNATURE:

DATE:

Part Time Availability Schedule (please indicate below the hours you are NOT available to work).

Total Number Of Hours You Prefer To Work Each Week:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:00 am - 8:00a m							
8:00 am							
9:00 am							
10:00 am							
11:00 am							
12:00 pm							
1:00 pm							
2:00 pm							
3:00 pm							
4:00 pm							
5:00 pm							
6:00 pm - 10:00pm							

Are you available during the following periods?

Thanksgiving Recess:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Spring Recess:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Winter Recess:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Summer Recess:	<input type="checkbox"/> Yes	<input type="checkbox"/> No