|  |  |
| --- | --- |
| UMBC Bookstore  Application for Student Employment |  |

Applications must be filled out completely. Incomplete applications will not be considered for employment.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Applicant Information | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Last Name | | |  | | | | | | | | | | First | |  | | | | | | | M.I. | | | | Date | |  | | |
| Street Address | | | |  | | | | | | | | | | | | | | | | | | Apartment/Unit # | | | | | |  | | |
| City |  | | | | | | | | | | | | State | |  | | | | | | | ZIP | |  | | | | | | |
| Phone |  | | | | | | | | | | | | E-mail Address | | | |  | | | | | | | | | | | | | |
| Class Level (e.g., Fr, So, Jr, Sr) | | | | | | | |  | | | | | | | | Expected Graduation Date (MM/YY) | | | | | | | | |  | | | | | |
| Do you live on or off campus? | | | | | | | |  | | | | | | | | If yes, which community? | | | | | | | | |  | | | | | |
| Are you a citizen of the United States? | | | | | | | | | | YES | | NO | | | If no, are you authorized to work in the U.S.? | | | | | | | | | | | | YES | | | NO |
| Indicate visa class and number (if applicable) | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | |
| Have you ever worked for UMBC or the state of Maryland? | | | | | | | | | | YES | | NO | | | If so, where? | | | | |  | | | | | | | | | | |
| Have you ever incurred disciplinary action at UMBC or any other institution? | | | | | | | | | | YES | | NO | | | If yes, explain | | | | |  | | | | | | | | | | |
| Have you ever been convicted or found guilty in court for other than a misdemeanor or a minor traffic violation? | | | | | | | | | | YES | | NO | | | If yes, explain | | | | |  | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Education | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| High School | | |  | | | | | | | | | Address | | |  | | | | | | | | | | | | | | | |
| From | |  | | | To | |  | Did you graduate? | | | | YES | | | NO | | | Degree | | |  | | | | | | | | | |
| College | |  | | | | | | | | | | Address | | |  | | | | | | | | | | | | | | | |
| From | |  | | | To | |  | Did you graduate? | | | | YES | | | NO | | | Degree | | |  | | | | | | | | | |
| Other | |  | | | | | | | | | | Address | | |  | | | | | | | | | | | | | | | |
| From | |  | | | To | |  | Did you graduate? | | | | YES | | | NO | | | Degree | | |  | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Availability | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Please indicate the times you are available each day. Make sure to incorporate travel time, class schedule, and other commitments. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | Monday | | | Tuesday | | | | | Wednesday | | | | | Thursday | | | | Friday | | | | | | Saturday | |
| Bookstore Hours | | | | | |  | | |  | | | | |  | | | | |  | | | |  | | | | | | We are open select Saturdays throughout the semester. If you are available on Saturdays, please indicate yes or no below. | |
| Monday-Thursday  8:30AM - 5:00PM  Friday  8:30AM - 4:00PM | | | | | |
| Yum Shoppe Hours | | | | | |
| Monday-Thursday  8:00AM - 5:00PM  Friday  8:00AM - 4:00PM | | | | | |  | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Previous Employment | | | | | | | | | | | | | | | | |
| Employment record: Begin with your current or most recent position and work backward. Include volunteer work, which will be credited as paid experience. If you need more space, attach a continuation sheet. | | | | | | | | | | | | | | | | |
| Company | | |  | | | | | | | Phone |  | | | | | |
| Address | |  | | | | | | | | Supervisor | |  | | | | |
| Job Title | |  | | | | | | Starting Salary | | $ | | | Ending Salary | | | $ |
| Responsibilities | | | | |  | | | | | | | | | | | |
| From |  | | | | To |  | Reason for Leaving | |  | | | | | | | |
| May we contact your previous supervisor for a reference? | | | | | | | | | YES | NO |  | | | | | |
| Company | | |  | | | | | | | Phone |  | | | | | |
| Address | |  | | | | | | | | Supervisor | |  | | | | |
| Job Title | |  | | | | | | Starting Salary | | $ | | | Ending Salary | | | $ |
| Responsibilities | | | | |  | | | | | | | | | | | |
| From |  | | | | To |  | Reason for Leaving | |  | | | | | | | |
| May we contact your previous supervisor for a reference? | | | | | | | | | YES | NO |  | | | | | |
| Company | |  | | | | | | | | Phone |  | | | | | |
| Address | |  | | | | | | | | Supervisor | |  | | | | |
| Job Title | |  | | | | | | Starting Salary | | $ | | | Ending Salary | | | $ |
| Responsibilities | | | | |  | | | | | | | | | | | |
| From |  | | | | To |  | Reason for Leaving | |  | | | | | | | |
| May we contact your previous supervisor for a reference? | | | | | | | | | YES | NO |  | | | | | |
|  | | | | | | | | | | | | | | | | |
| Skills | | | | | | | | | | | | | | | | |
| Are you active in social media? If so, on which platforms? | | | | | | | | | | | |  | | | | |
| Do you possess any artistic skills? If yes, in what medium? | | | | | | | | | | | |  | | | |  |
| Additional qualifications or skills relevant to employment at the UMBC Bookstore and Yum Shoppe (e.g., foreign languages spoken, money handling experience, etc.): | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| 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 information in my application or interview  may result in my release. | | | | | | | | | | | | | | | | |
| Signature | | | |  | | | | | | | | | | Date |  | |