



Monday-Friday: 7:45am-5:30pm
 Saturday: 10am-5pm
 Sunday Closed
 www.bookstore.colostate.edu
 (970)491-7199

Employment Application

Please print legibly

Date of Application: _____

This application is considered active for a period of 90 days

Position Applying for _____ Department _____

Applicant Information

Name: _____ Are you over 18? _____

E-mail address _____

CSU Student _____ Student at another institution _____ Non-Student _____

Student Number (if applicable): _____ Work-Study _____

Status: Freshman _____ Major _____
 Sophomore _____
 Junior _____ Date of Graduation _____
 Senior _____
 Graduate _____

Have you worked for any CSU department? Y N
 If yes, department: _____ Dates: from _____ to: _____
 Supervisor: _____ Reason for Leaving: _____

Are you able to lift up to 20 lbs? Y N

Local Information

Address: _____ City: _____ State _____ Zip: _____

Primary Phone Number: _____

Permanent Information

Address: _____ City: _____ State _____ Zip: _____

Phone Number: _____

Emergency Information

Emergency Contact Person _____ Phone Number _____
 Relationship _____

Availability

Minimum Hours Requested per week: _____ Maximum: _____

Please indicate the term you wish to apply for: Fall Spring Summer

Are you willing to work Saturday's Y N

Please indicate the times you **are available** to work between 7am-7pm (please do not include class schedule)

Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

Employment History

Please list previous employment starting with the most recent employer:

Employer 1

Name _____ Job Title _____
Supervisor _____ Dates Employed _____ Reason for leaving _____

Employer 2

Name _____ Job Title _____
Supervisor _____ Dates Employed _____ Reason for leaving _____

Employer 3

Name _____ Job Title _____
Supervisor _____ Dates Employed _____ Reason for leaving _____

May we contact your previous employers? Y N

References

Please list 3 references who are not relatives or previous employers

Name	Relationship	Years acquainted	Phone Number

Skills

Please mark the following skills you have acquired. Also indicate when and where you utilized those skill.

			Description
Cashiering Experience	Y	N	_____
Retail Experience	Y	N	_____
Computer Skills	Y	N	_____
Do you enjoy working with people?	Y	N	_____

Please list any other skills you feel will be an asset to the CSU Bookstore:

Please Read Carefully Before Signing:

I certify that all information provided in this employment application is true and complete to my best ability. I understand that any false information or significant omissions may disqualify me from further consideration of employment and may justify my dismissal if discovered at a later date.

I realize that as a condition of employment, I will be required to show original documentation of both identity and eligibility to work in the United States.

I have read and understand these statements.

Signature _____ Date _____

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