

SMCCD BOOKSTORES  
STUDENT APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION:

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ U.S. Citizen ? \_\_\_\_\_

E-mail: \_\_\_\_\_

Number of semesters left at Skyline \_\_\_\_\_

Number of units enrolled at Skyline\* \_\_\_\_\_

Major \_\_\_\_\_

**\*FALL AND SPRING: You must be enrolled in 6 units to work for the SMCCD Bookstores.**

**\*SUMMER: You must be enrolled in 3 units of summer or 6 units of fall to work for SMCCD Bookstores.**

PAST EMPLOYER:

Employer's Name: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

TYPE OF EXPERIENCE (Check all that apply):

- |  |   |
|--|---|
| <input type="checkbox"/> Cash register             | <input type="checkbox"/> Adding machine                                   |
| <input type="checkbox"/> Telephone service         | <input type="checkbox"/> Customer service <input type="checkbox"/> Filing |
| <input type="checkbox"/> Computers (specify) _____ |   |

REFERENCES:

1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

2. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

3. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

EMERGENCY CONTACT:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Relationship: \_\_\_\_\_

Place an “x” in the hours that you are available to work.

**Rush Schedule (1<sup>st</sup> week of summer or 1<sup>st</sup> 2 weeks of fall/spring)**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7:30-9:00						
9:00-10:00						
10:00-11:00						
11:00-12:00						
12:00-1:00						
1:00-2:00						
2:00-3:00						////////////////
3:00-4:00					////////////////	////////////////
4:00-5:00					////////////////	////////////////
5:00-6:00					////////////////	////////////////
6:00-7:00					////////////////	////////////////
7:00-8:00					////////////////	////////////////
8:00-9:30					////////////////	////////////////

**Regular Schedule**

	Monday	Tuesday	Wednesday	Thursday	Friday
7:30-9:00					
9:00-10:00					
10:00-11:00					
11:00-12:00					
12:00-1:00					
1:00-2:00					
2:00-3:00					
3:00-4:00					////////////////
4:00-5:00					////////////////
5:00-6:00					////////////////
6:00-7:30					////////////////

**Finals**

	Monday	Tuesday	Wednesday	Thursday	Friday
7:30-9:00					
9:00-10:00					
10:00-11:00					
11:00-12:00					
12:00-1:00					
1:00-2:00					
2:00-3:00					
3:00-4:00					////////////////
4:00-5:00					////////////////
5:00-6:00					////////////////
6:00-7:30					////////////////