

Name: _____

(Office Use Only) Date Rec'd: _____



Student Employment Application

Work Areas: Please rank the following work areas from 1 through 4 with 1 being your first preference and 4 being the least preferred option.

_____ **University Books & More Guest Service Representative/Cashier:**

Provide exceptional and inclusive customer service. Proficiently operate touch screen register, navigate various/multiple forms of tenders, store security, answer guest service phones, stock merchandise, and keep an overall “shoppable” store at all times and other similar duties as they are assigned.

_____ **University Books & More Clothing Department:**

Provide exceptional and inclusive customer service. Support inventory management, including stocking and receiving shipments. Maintain an organized and clean sales floor and back-stock area. Serve customers by helping them select products and sharing product knowledge. This position requires standing, climbing ladders, and occasional lifting up to 30 pounds. During peak times, assist as a back-up cashier or in other areas as needed.

_____ **University Books & More Textbook Department:**

Provide exceptional and inclusive customer service by phone, email and in person. Fulfillment and processing of online orders, special orders, and returns. Preparing textbooks for resale and stocking shelves. Data entry, filing, cleaning and other duties as assigned.

_____ **Corner Convenience Store Representative/Cashier:**

Provide exceptional and inclusive customer service. Maintain a “shoppable” store at all times by stocking shelves, accurately rotating product, and following procedures set in place to keep track of product expiration dates as well as merchandise credits. Cash handling, proficient use of touch screen registers, daily cleaning, and other similar duties as they are assigned.

In accordance with the mission and core values of UW Oshkosh, our employees are committed to the implementation of Inclusive Excellence in all aspects of our organization. We place a high value on diversity and inclusion of people and strive to create greater awareness and acceptance of all differences including race, ethnicity, gender, sexual orientation, gender identity or expression, country of origin, age, and ability as well as cultural, political, religious, or other affiliations.

The University of Wisconsin Oshkosh (UWO) is an equal opportunity and affirmative action employer committed to assembling a diverse, broadly trained faculty and staff. We strongly encourage women, minorities, people with disabilities and veterans to apply. UWO, in compliance with applicable laws and in furtherance of its commitment to fostering an environment that welcomes and embraces diversity, does not discriminate on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity/ expression, disability, or protected veteran status.

University Student Eligibility Requirements:

- Must be enrolled in a degree program for at least 6 undergraduate credits or 4.5 graduate credits during the academic year enrollment term during which the employment occurs.
- Must be enrolled for credit, NOT AUDIT.

It is the policy of UW Oshkosh to provide reasonable accommodations to its employees or applicants for employment. If you need assistance because of a disability, please contact us. Employment opportunities will not be denied to anyone because of the need to make reasonable accommodation.

Applications are kept on file for three months from your application date. After three months, please re-apply to new job openings.

Personal Data

All fields required. Please enter N/A if a field does not apply.

Name _____
Last First Middle

Student ID _____ Campus Email Address _____@uwosh.edu

Local/School Address _____
Street Address _____
City, State, Zip Code _____
Cell Phone # _____ Secondary Local Phone # _____

Permanent Home Address (if different from local address) _____
Street Address _____
City, State, Zip Code _____
Home Phone # (if different than your cell phone #) _____

Referred by (if applicable) _____

Have you been convicted of a crime (other than traffic violations) or been imprisoned during the last seven years?
A conviction will not necessarily bar you from employment. No Yes

If YES, please explain:

Please note: all University positions require a criminal background check prior to appointment. A pending charge or criminal conviction will not necessarily disqualify you from employment. It will be considered only as it may relate to the position you are seeking.

Academic Data

A minimum Overall GPA of 2.0 is required to obtain and continue employment with both University Books & More and Corner Convenience Store

Year in School _____

Est. Date of Graduation _____

Major _____

Minor _____

Overall Grade Point Average _____

Last Semester Grade Point _____

Work-study funds are not required but they can be applied here.

Do you have work-study funds available? No Yes

Employment History

List most recent or current job first.

If you wish to include additional employment history, please send as a secondary attachment.

1. Employer _____ Phone Number _____

Dates of Employment _____

Title/Duties _____

Address _____

Street Address

City

State

Zip Code

Name of Supervisor/Title _____ May we call for reference? Yes No

Reason for leaving? _____

2. Employer _____ Phone Number _____

Dates of Employment _____

Title/Duties _____

Address _____

Street Address

City

State

Zip Code

Name of Supervisor/Title _____ May we call for reference? Yes No

Reason for leaving? _____

Professional References: Please list two, not related to you

*If you do not have work experience, you may use 2 character references, not related to you

1. Name _____ Basis for knowing applicant _____

Address _____ Phone Number _____

Street Address

City

State

Zip Code

2. Name _____ Basis for knowing applicant _____

Address _____ Phone Number _____

Street Address

City

State

Zip Code

Miscellaneous Information

If you are currently involved in any clubs/organizations, extra-curricular activities, sports, etc., please detail those time commitments (days of week & times) in the *Other Time Commitments* message area below.

Organizations (on or off campus) involved in, positions held, if any:

Extra-curricular activities, hobbies, and interests:

What special skills and/or experiences do you possess that qualify you for these positions?

Availability

By State restriction, student employees may not work more than 25 hours per week across ALL campus employment, during the academic school year, September through May. (The 25-hour restriction does not apply to off-campus employment)

All student employees are required to work during Fall and Spring back-to-school rush.

Number of hours requested/preferred; not guaranteed: _____ (not including weekends)

Are you available to work the following times?

Yes No January/Fall Interim

Yes No May/Spring Interim

Yes No Winter Break

Yes No Summer (End of May/Spring Interim through Labor Day)

Other Time Commitments: Please detail any other time restrictions that have already been committed to that could affect your weekly schedule. This may include clubs/organizations, extra-curricular activities, sports, etc.

Student Class Schedule Required: All applications MUST include a screenshot of the 'Weekly View' of your class schedule.

Applications that HAVE NOT attached their class schedule will not be considered for employment.

If submitting digitally, email application and current class schedule to phillipsonr@uwosh.edu

I certify that all information on this application is complete to the best of my knowledge. I understand that any misrepresentation or omission of facts could render my application void or be sufficient grounds for my termination. I authorize any inquiries to verify accuracy of information from previous employers and references.

Signature _____ Date _____