

Name: _____

(Office Use Only) Date Rec'd: _____



Student Employment Application

University of Wisconsin Oshkosh

Work Areas:

University Books & More or Corner Convenience Store Cashier:

Assisting and providing customer service, operating cash registers, cash handling, processing checks and charges, answering phones, store security, stocking merchandise, cleaning and other duties as assigned.

University Books & More Clothing Department:

Assisting and providing customer service, restocking clothing on sales floor, managing back stock, checking in clothing shipments, straightening, cleaning the sales floor and other duties as assigned.

University Books & More Textbook Department:

Assisting and providing customer service, answering phones, data entry, filing, taking customer special orders, stocking shelves, unloading trucks, unpacking and checking in shipments, preparing textbooks for resale, processing returns and outgoing customer orders, straightening, cleaning and other duties as assigned.

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

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 is an equal opportunity/affirmative action employer. UW Oshkosh considers candidates regardless of race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status. Employment will require a criminal background check. UW Oshkosh complies with the Wisconsin Fair Employment Act with regard to nondiscrimination on the basis of arrest and/or conviction record.

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.

University Books & More

| Academic Year Hours | Interim & Summer Hours |
|---------------------|------------------------|
| Mon - Fri 8am-6pm | Monday - Friday |
| Saturday 11am-5pm | 8am-5pm |
| Sunday 4:30pm-7pm | |

Corner Convenience Store

| Academic Year Hours | Interim & Summer Hours |
|----------------------|------------------------|
| Mon - Fri 7:30am-9pm | Monday - Friday |
| Saturday 11am-9pm | 8am-4:30pm |
| Sunday 12pm-9pm | |

Personal Data

Name _____
Last First Middle

Student ID _____ Email Address _____

Permanent Home Address

Street Address

City, State, Zip Code

Home Phone _____

Local/School Address

Street Address

City, State, Zip Code

Local Phone _____ 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

Year in School _____

Est. Date of Graduation _____

Major _____

Minor _____

Overall Grade Point Average _____

Last Semester Grade Point _____

Do you have work study funds available? No Yes

Are you on academic probation? No Yes

Employment History

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? _____

Personal References - Not related to you

If you have never worked, please list two character references

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

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 cannot work more than 25 hours per week, on campus, during the academic year (Sept-May).

Preferred # of Weekly Hours _____ (not including weekends)

Are you available to work the following times?

Yes No January/Fall Interim

Yes No May/Spring Interim

Yes No December Holiday Break

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

Additional Availability Information:

Please attach a current class schedule including any other time commitments.

Applications submitted without a class schedule attached 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 _____

Type full name if submitting digitally

Date _____