



Student Book Store
330 E. College Ave • State College, PA 16801

Employment Application

Personal Information

Today's Date: _____

Last Name _____ First Name _____ Middle Initial _____

Phone # _____ Social Security # **Please provide upon hiring**

Local Address _____ City _____ State _____

Home Address _____ City _____ State _____ Zip _____

Are you 18 years or older? _____ U.S. Citizen? _____ Note: If hired, federal law requires that you furnish documentation establishing your identity and eligibility to work in the U.S. If you are not a U.S. citizen do you have authorization from the INS to work in the U.S.? _____

Can you perform the duties of the job in which you wish to be employed without accommodation? _____ If no, please explain potential limitations _____

Have you ever been convicted of a crime? Yes ___ No ___ If yes, where and the nature of the offense? _____

In case of an emergency contact: _____

Education

High School _____ Years attended _____ Did you graduate? _____

Technical/Prep/Other _____ Years attended _____ Did you graduate? _____

College or Univ. _____ Status _____ Did you graduate? _____

Employment History – List most recent first. Include military service.

Company _____ **Address** _____

Phone _____ **Immediate Supervisor and Title** _____

Dates of employment-from _____ to _____ **May we contact this employer?** _____

Pay rate to start _____ **Rate upon leaving** _____ **Position** _____

Full time or part time (Circle one) **Job responsibilities** _____

Reason for leaving _____

Company _____ **Address** _____
Phone _____ **Immediate Supervisor and Title** _____
Dates of employment-from _____ to _____ **May we contact this employer?** _____
Pay rate to start _____ **Rate upon leaving** _____ **Position** _____
Full time or part time (Circle one) **Job responsibilities** _____

Reason for leaving _____

Company _____ **Address** _____
Phone _____ **Immediate Supervisor and Title** _____
Dates of employment: from _____ to _____ **May we contact this employer?** _____
Pay rate to start _____ **Rate upon leaving** _____ **Position** _____
Full time or part time (Circle one) **Job responsibilities** _____

Reason for leaving _____

Please list any skills, training, abilities or hobbies etc.. which you feel may be an asset.
Examples...business machine experience, computer or typing skills, customer service
training... _____

Please read and sign below:

I acknowledge that the facts set forth on this application are true and complete. I understand that if employed, any false statements or omission on this application or any attachment may be sufficient cause for dismissal.

I authorize the Student Book Store to use its personnel or any investigative agency to investigate my educational background, employment records, financial records and criminal conviction record. I also authorize all my employers, past and present, references, credit reporting agencies, educational institutions and any other persons contacted by Student Book Store representatives to provide SBS with all records and information relevant to my employment application with SBS. I release all parties who provide such records or information from all liabilities arising from such disclosures; and I waive any rights to notice of such disclosures.

I recognize that this application is not an offer of employment. I further recognize and agree that if I am employed by Student Book Store Inc., that I or SBS can terminate my employment with or without notice and with or without cause at any time.

I authorize SBS to copy this document and agree that such copies with my signature shall have the same legal force and effects as the original document with my signature.

Signature _____ **Date** _____

Student Book Store Inc. is an equal opportunity employer.

Name: _____
Phone # _____ Email _____

Work Schedule

This page is very important. We assume that most of our applicants are students and we want to accommodate your upcoming school schedule when we are considering your employment and scheduled hours of work. **When filling this out PLEASE take into account time necessary for classes and getting to and from school to work, studying time, parking etc...** If hired, we want to do our best to schedule you when it works best for both you and the store!

Student Book Store Hours: M–F 9:00am–7:00pm / Sat. 9:00am–7:00pm / Sun 10:00am–6:00pm

(Store hours are extended at the start and end of the semester and around events... football games, graduation, etc...)

Here are the hours I am available to work during the semester. I am interested in working approximately _____ hours per week.

I am available to start work on (date): _____

Time(s) available to work:

Monday _____
Tuesday _____
Wednesday _____
Thursday _____
Friday _____
Saturday _____
Sunday _____

PSU Football Weekends	Yes	No
• You will be required to work some football weekends		
I have football tickets	Yes	No
Christmas Break	Yes	No

Position at store most interested in:

Cashier Sales Floor Staff Textbook Staff

Thanks!

Submit your application via email:

tjohnson@sbspsu.com

fax: 814-237-5364

in-person: 330 E. College Ave • State College, PA 16801