

*The UCSB Bookstore is divided into several departments. Please check below the department(s) in which your past work experience and personal interest would be most relevant.*

- Accounts Payable  
 Arts & School Supplies  
 Cards & Gifts  
 Cashiering  
 Clothing  
Computers  
 General Books  
 Loss Prevention  
 Shipping & Receiving  
 Text Books

How many hours are you interested in working each week? Minimum \_\_\_\_\_ Maximum \_\_\_\_\_

What date would you be available to begin work? \_\_\_\_\_

Summer Availability                     
 Winter Break Availability                     
 Work Study     yes    no

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

Local Cell Phone: (    ) \_\_\_\_\_ Permanent Phone: (    ) \_\_\_\_\_

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

Permanent Address: \_\_\_\_\_ *Required*

Major: \_\_\_\_\_ Expected Graduation Date: \_\_\_\_\_

Email: \_\_\_\_\_

## ***Previous Experience***

### **Office Experience**

- Telephone  
10 Key  
Typing  
Filing  
Bookkeeping

### **Retail Experience**

- Sales  
Cash Register  
Display/Merchandising  
Receiving/Stocking

### **Computer Experience**

- Hardware \_\_\_\_\_  
 \_\_\_\_\_  
Software \_\_\_\_\_  
 \_\_\_\_\_

***Please list your past work or volunteer experience starting with your current or most recent position***

1. Employer: \_\_\_\_\_ Phone: (    ) \_\_\_\_\_

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

Type of Business: \_\_\_\_\_ Job Title: \_\_\_\_\_

Employed from: \_\_\_\_\_ to \_\_\_\_\_ Duties: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

2. Employer: \_\_\_\_\_ Phone: (    ) \_\_\_\_\_

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

Type of Business: \_\_\_\_\_ Job Title: \_\_\_\_\_

Employed from: \_\_\_\_\_ to \_\_\_\_\_ Duties: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

3. Employer: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Type of Business: \_\_\_\_\_ Job Title: \_\_\_\_\_  
 Employed from: \_\_\_\_\_ to \_\_\_\_\_ Duties: \_\_\_\_\_  
 \_\_\_\_\_  
 Supervisor: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

***Please answer the following questions***

1. Why are you interested in working at the UCSB Bookstore? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
2. Please explain how your past work experiences are relevant to the position you desire. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
3. List specific areas of knowledge if applying for Computer Department \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
4. Do you have a friend or relative working for the UCSB Bookstore? If yes, who? \_\_\_\_\_  
 \_\_\_\_\_

***References: (Please do not use relatives or students)***

1. Name: \_\_\_\_\_  
 Relationship \_\_\_\_\_ Phone: ( ) \_\_\_\_\_
2. Name: \_\_\_\_\_  
 Relationship \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

***Availability:*** Please list all classes with a C, any hour that you are available to work with an A, and any hour you are not available with an X.

***Scheduling Information:*** Associates must be willing to work a minimum of 8hrs and maximum of 19hrs per week.

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8 am						
9 am						
10 am						
11 am						
12 pm						
1 pm						
2 pm						
3 pm						
4 pm						
5 pm						

Signature \_\_\_\_\_ Date \_\_\_\_\_