

Student Employment Application

Thank you for your interest in the University Bookstore. We are honored that you would like to work with us. Below are a few things to consider before submitting an application. If you feel like a job at the Bookstore is a good match for your skills, availability, personality and work ethic please complete an application. We routinely review submitted applications when an opening occurs and contact qualified students by email when they are selected for an interview. Your application will be kept on file for 30 days. On average the Bookstore employs 40 student employees.

The University Bookstore is owned and operated by Appalachian State University. All profits generated by the Bookstore are used to support on-campus initiatives. As stewards of this revenue source the Bookstore management has the responsibility of conserving expenses and maximizing profitability. One way this is accomplished is by hiring employees with a strong work ethic and an understanding of their important role as contributors to the Appalachian State experience.

Well qualified applicants possess the following attributes:

- Is an Appalachian State University enthusiast
- Is friendly, outgoing and helpful
- Is interested in learning new skills
- Is interested in working in a retail environment
- Understands the necessity of profitability in a commercial setting
- Is comfortable handling money
- Has a clean and neat appearance and dresses for work in business casual attire
- Is well spoken
- Has experience in a retail setting OR experience with technology OR marketing and graphic design experience
- Is interested in furthering their education through a work site opportunity
- Is available to work at least 10 hours per week, usually Monday - Saturday
- Is available to work most home football games and other special weekend or evening events
- Is available to work during some class breaks when campus remains open

Introduction

After reading the general attributes, are you still interested in completing an application? [Required]

Valid input:

- Select only one choice.
- must select a value.

- Yes
- No

Student Employee Handbook

EMPLOYEE HANDBOOK Updated June 2017.pdf

[Click to View](#)

Below is the Handbook Quiz, please complete the quiz to move on to the Application.

Sales at The University Bookstore help support Appalachian State University. [Required]

Valid input:

- Select only one choice.
- must select a value.

- True
- False

The Bookstore is a good place to work for a student that wants to have time to do homework or class reading. [Required]

Valid input:

- Select only one choice.
- must select a value.

- True
- False

I'm comfortable handling large amounts of cash and protecting the confidentiality of customer credit/debit card information. [Required]

Valid input:

- Select only one choice.
- must select a value.

- Yes
- No

I understand that I will need to wear student professional clothing while I am at work at The Bookstore. [Required]

Valid input:

- Select only one choice.
- must select a value.

- Yes
- No

I am interested in having a job where I can speak with customers, campus visitors, parents, and alumni, sharing with them the very best of what Appalachian State has to offer. [Required]

Valid input:

- Select only one choice.
- must select a value.

- Yes
- No

A neat and clean environment is important to the overall customer experience. I understand that I will be expected to help keep the store tidy, clean, well organized, and well stocked. [Required]

Valid input:

- Select only one choice.
- must select a value.

- Yes
- No

I am a team player and like to work together with others to create a positive, fun, and productive work environment. [Required]

Valid input:

- Select only one choice.
- must select a value.

- Yes
- No

Application

General Information:

Please enter today's date. [Required]

Name: [Required]

Contact Phone Number: [Required]

Appstate Email Address: [Required]

Valid input:

- name@myschool.edu

Banner ID #: [Required]

Your Banner ID # starts with 900_-----

Valid input:

- Numeric - ex: 1111
- can not contain any punctuation.
- can not contain any spaces.
- must be between 9 and 9 characters.

Home Address: [Required]

1st line: Street

2nd line: City, State, Zip Code

Housing Situation:

If you live on Campus, please select your dorm:

Valid input:

- Select only one choice.
- must select a value.

- Appalachian Heights
- Appalachian Panhellenic Hall (APH)
- Belk Hall
- Bowie Hall
- Cannon Hall
- Coltrane Hall
- Cone Hall
- Doughton Hall
- East Hall
- Eggers Hall
- Frank Hall
- Gardner Hall
- Hoey Hall
- Justice Hall
- Living Learning Center (LLC)
- Lovill Hall
- Mountaineer Hall
- Newland Hall
- Summit Hall

If you live off campus, please provide your Local Address:

1st line: Street

2nd line : City, State, Zip Code

University Status:

Class Level: [Required]

Valid input:

- Select only one choice.
- must select a value.

- Freshman
- Sophomore
- Junior
- Senior
- Grad School

Major: [Required]

Minor: [Required]

Work Experience:

Please provide the information for your prior work experience in this format: [Required]

Business Name:

Business Phone:

Business Location: City/State

Supervisor's Name:

Start Date: month/year

End Date: month/year

Job Description:

If you do not have any prior work experience, put N/A.

Please provide the information for your prior work experience in this format: [Required]

Business Name:

Business Phone:

Business Location: City/State

Supervisor's Name:

Start Date: month/year

End Date: month/year

Job Description:

If you do not have any prior work experience, put N/A.

Please provide the information for your prior work experience in this format: [Required]

Business Name:

Business Phone:

Business Location: City/State

Supervisor's Name:

Start Date: month/year

End Date: month/year

Job Description:

If you do not have any prior work experience, put N/A.

Additional Questions

List any computer program proficiencies.

Please list other relevant skills:

Why do you want to work at the University Bookstore? [Required]

How can you contribute to the Appalachian State campus by working at the Bookstore? [Required]

References

References:

Do you know any students that currently work at the Bookstore? If so, who? If you do not, please put N/A. [Required]

Please provide at least 2 references below, they can be a member of the Faculty, Staff or a former employer that is willing to be a reference for you. Please do not put a family member as a reference.

Contact #1 [Required]

Name:
Business or Department:
Job Title:
Phone:
Email:

Contact #2 [Required]

Name:
Business or Department:
Job Title:
Phone:
Email:

Contact #3 [Required]

Name:
Business or Department:
Job Title:
Phone:
Email:

Contact #4 [Required]

Name:
Business or Department:
Job Title:
Phone:
Email:

Class Schedule

Class Schedule:

Please upload a copy of your Class Schedule. [Required]

Optional: Upload your Resume