

De Anza Bookstore Employment Application

Date: _____

Email address: _____

May we use this address to contact you? **Yes / No**

First Name: _____

Last Name: _____

Name you prefer to be called: _____

Student ID #: _____

Address: _____

Street / Apt#: _____

City: _____

Zip: _____

Cell Phone #: _____

Home Phone #: _____

Emergency Contact Information (MUST be completed)

Name: _____

Relationship: _____

Phone # _____

****IMPORTANT** Please check the boxes to confirm you understand the following: **IMPORTANT****

- I must have **12 units** when applying for a job.
- I must **maintain** a minimum of **12 units EVERY quarter** that I work.
- I must maintain a **2.0 GPA each quarter** (not your cumulative GPA) to continue working.
- A minimum of 4 hour working blocks are preferred.
FOR EXAMPLE:
8.15am - 12.15pm / 1pm - 5pm / 10.30 - 2.30pm

When can you start? _____

Are you an International Student? **Yes / No**

Do you have a social security card? **Yes / No**

How many UNITS are you currently / or will you be enrolled in at De Anza College? _____

Do you work anywhere else on Campus? **Yes / No**

Have you worked in the bookstore before? **Yes / No**

If YES what was your job title: _____

Reason for leaving: _____

*Our work period is from about **4 weeks before the quarter starts until approximately 2 weeks after.** If you are scheduled to work the entire period, you are expected to work the entire period, or you will not be eligible for a textbook rebate or rehire. All jobs require good written and verbal communication skills. **Some jobs may require you to lift up to 40lbs.***

Describe your work or volunteer experience here or outside the United States:

Most recent employer or experience: _____

Job Title: _____

Dates of Employment: From _____ To _____

Name of Supervisor: _____

Phone Number of Previous Work: _____ May we call? **Yes / No**

Reason for leaving? _____

I certify that all the above information is correct to the best of my knowledge

Applicants Signature