



2301 SW Jefferson Ave.
 PO Box 489
 Corvallis, Oregon 97339
 (541) 737-0051

Employment Application

POSITION APPLYING FOR: _____

LOCATION: Corvallis Keizer Portland

Equal access to programs, services and employment is available to all persons. Applicants requiring reasonable accommodation to the application and/or interview process should notify the Human Resource Office. State and Federal Law prohibits discrimination in employment because of race, color, religion, sex, age, national origin, marital status or physical or mental handicap or disability.

OSU Bookstore, Inc. is an Equal Opportunity Employer.
 Please visit our website at www.osubookstore.com to fill out this application online.
 Incomplete applications will not be considered.

Date of application: _____ Date available for employment: _____

Type of employment desired [check only one]:

Full-Time [35-40 hours] Part-Time [20-40 hours] College Student [10-15 hours]* Rush [seasonal]**

- * College student positions are quarterly jobs where the students are able to work around their class schedules. All college students must submit a copy of their class schedule quarterly to keep their application and/or employment active.
- ** Rush employees in Corvallis must be available to work 20-40 hours the first two weeks of each OSU school quarter. Additional hours may be available throughout the year on an as needed basis.

Name: _____ Email Address: _____
Last First Middle

Local Address: _____
Street City State Zip Code County

Permanent Address: _____
Street City State Zip Code County

Local Phone#: _____ Permanent phone #: _____ Cell phone #: _____

Are you legally eligible for employment in the United States? Yes No

Have you ever been employed by the Bookstore before? Yes No Dates: _____

Do you have any relative[s] working for the Bookstore? Yes No

Name _____ Relationship _____

The following information will only be used if it is directly related to the position for which you are applying. A criminal conviction may not automatically exclude you from consideration. Have you ever been convicted of a crime? Yes No If yes, please explain fully below:

Education/Training:

1 _____
School City State Date/s

Major/Program/Course Degree/Diploma/Certificate

2 _____
School City State Date/s

Major/Program/Course Degree/Diploma/Certificate

3 _____
School City State Date/s

Major/Program/Course Degree/Diploma/Certificate

List computer programs, software, foreign languages, equipment, or other skills and qualifications:

Employment History: [Begin with present or most recent employment, be sure to explain any gaps in employment.]

1 _____ May we contact? Yes No
Company Name Supervisor's Name

City State Telephone Dates Employed Wage

Job Title Reason for leaving

Responsibilities: _____

2 _____ May we contact? Yes No
Company Name Supervisor's Name

City State Telephone Dates Employed Wage

Job Title Reason for leaving

Responsibilities: _____

3 _____ May we contact? Yes No

Company Name Supervisor's Name

City State Telephone Dates Employed Wage

Job Title Reason for leaving

Responsibilities: _____

4 _____ May we contact? Yes No

Company Name Supervisor's Name

City State Telephone Dates Employed Wage

Job Title Reason for leaving

Responsibilities: _____

PLEASE READ AND SIGN BELOW

The facts set forth in my application for employment are true and complete. I understand that if employed, false statements of any kind on this application shall be considered sufficient cause for dismissal. My continued employment will depend upon the successful performance of work assigned to me during a training period of up to 90 days and upon further need of my continued employment by the company. In the event of my employment to a position in the OSU Bookstore, I will comply with all rules and regulations as set forth in the OSU Bookstore, Inc. Employee Manual or other communications distributed to all employees.

Applicant's Signature