

**Hope-Geneva Bookstore  
Student Employment Application Form**

|                          |                      |
|--------------------------|----------------------|
| Name:                    | Date:                |
| Campus or Local Address: | Local or Cell Phone: |
| Home Address:            | Permanent Phone:     |
| E-mail Address:          |                      |

***Our Mission Statement***

***The Hope-Geneva Bookstore's mission is to promote Hope College by providing a convenient resource recognized for its exceptional customer experience in product offerings, service, and value while generating a fair profit that funds international scholarships. We value Customer Service, Teamwork, Integrity, Communication, Sustainability, Integration, Diversity, Quality and Pride in our College.***

**Student Hiring Expectations/Required Information**

Please be aware that students hired to work for Hope-Geneva Bookstore will be asked and/or encouraged to work additional hours during our Book Rush and Buy Back periods. Applications are kept on file as long as your class schedule is kept current. Applications should be sent to: Hope-Geneva Bookstore, PO Box 9000., Holland, MI 49422-9000. You may email your form to: bookstore@hope.edu

Check the area(s) of the store you are interested in working: **Departments include:**  
 Cashier  Receiving  Textbook  Clothing  Office

What is your current class standing?  Freshman  Sophomore  Junior  Senior

What is your major area of study? \_\_\_\_\_

Do you qualify for work study?  Yes  No

If hired, when could you start work? \_\_\_\_\_

How many hours per week would you wish to work? (A certain number of hours is *not* guaranteed.) \_\_\_\_\_

When are you interested in working: \_\_\_\_\_ Summer \_\_\_\_\_ School year \_\_\_\_\_ Both

Are you available to work Saturdays during the school year? \_\_\_\_\_ Some evenings? \_\_\_\_\_

(The bookstore is typically open 11-4 on Saturday's during the academic year and some midweek evenings with Kiosk sales at basketball games)

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 Have you (check those that apply)  run a cash register,  worked in a retail store,  answered phones at a business,  used Word/Excel software,  received merchandise,  shipped merchandise,  stocked merchandise,  worked on merchandise displays,  participated in inventory,  assisted customers,  done filing/organizing  worked with website design,  worked with social media marketing?

Are you available to work over the Christmas Holiday break? \_\_\_\_\_

Are you currently employed by Hope College, or have been in the past?  If so, where and what dates? \_\_\_\_\_

**List 2-3 qualities, strengths and/or skill sets you would bring to the bookstore team if you were hired and give an example for each.**

Why do you want to work at the bookstore?

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**Student Employment Application Form for Hope-Geneva Bookstore**

Please fill in the hours you are **NOT** available to work due to class or other commitments.

Class Schedule for \_\_\_\_\_ semester of \_\_\_\_\_  
(Spring/Fall) (Year)

| Hour     | Mon | Tues | Wed | Thurs | Fri | Sat |
|----------|-----|------|-----|-------|-----|-----|
| 8-8:30   |     |      |     |       |     |     |
| 8:30-9   |     |      |     |       |     |     |
| 9-9:30   |     |      |     |       |     |     |
| 9:30-10  |     |      |     |       |     |     |
| 10-10:30 |     |      |     |       |     |     |
| 10:30-11 |     |      |     |       |     |     |
| 11-11:30 |     |      |     |       |     |     |
| 11:30-12 |     |      |     |       |     |     |
| 12-12:30 |     |      |     |       |     |     |
| 12:30-1  |     |      |     |       |     |     |
| 1-1:30   |     |      |     |       |     |     |
| 1:30-2   |     |      |     |       |     |     |
| 2-2:30   |     |      |     |       |     |     |
| 2:30-3   |     |      |     |       |     |     |
| 3-3:30   |     |      |     |       |     |     |
| 3:30-4   |     |      |     |       |     |     |
| 4-4:30   |     |      |     |       |     |     |
| 4:30-5   |     |      |     |       |     |     |
| 5-5:30   |     |      |     |       |     |     |
| 5:30-6   |     |      |     |       |     |     |
| 6-6:30   |     |      |     |       |     |     |
| 6:30-7   |     |      |     |       |     |     |
| 7-7:30   |     |      |     |       |     |     |
| 7:30-8   |     |      |     |       |     |     |
| 8-8:30   |     |      |     |       |     |     |
| 8:30-9   |     |      |     |       |     |     |

List 3 references. Include a) name b) phone # c) personal or work reference d) how long you have known this person.

1.

2.

3.