



**Berkeley Student Cooperative**

**Application for "On-Call" or Temporary Employment**

Applicant's Name \_\_\_\_\_ Co-op, if applicable \_\_\_\_\_

For which semester are you applying for on-call work? \_\_\_\_\_

Are you a current co-op member? \_\_\_\_\_ If not, have you ever been a co-op member? \_\_\_\_\_

Address, if not current living in the BSC: \_\_\_\_\_

Phone # \_\_\_\_\_ E-mail address: \_\_\_\_\_

What's the best way to contact you? \_\_\_\_\_

PLEASE GIVE US YOUR SCHEDULE FOR THE SEMESTER:

Until what date will this availability schedule be valid? \_\_\_\_\_ **(We will stop considering you for work after this date; if your schedule changes, you must update your application so we know when you are available to work)**

**Hours Available for Work** - Please mark the hours you are **available** with an X

	8 am	9am	10 am	11 am	noon	1pm	2pm	3pm	4pm	eves
Mon										
Tues										
Wed										
Thur										
Fri										
Sat										
Sun										

While these questions aren't applicable to all temporary jobs, it helps our supervisors know what you can and can not do (lift, drive, etc), and what you are willing and not willing to do:

Are you willing and able to perform manual labor? \_\_\_\_\_

Are you willing and able to lift up to 50 lbs repeatedly? \_\_\_\_\_

Do you possess a valid driver's license? \_\_\_\_\_

Are you willing to handle meat (applicable to some warehouse jobs)? \_\_\_\_\_

Please mark the department(s) below that you would like to be contacted by in the event of temporary assignments:

Central Office \_\_\_\_\_

Central Kitchen \_\_\_\_\_

Central Maintenance \_\_\_\_\_

Please fill out the skills summary for each department that you would like your application referred to. A rating of 1 indicates you have no experience in this area. A rating of 5 indicates that you could do most jobs well and without supervision.

**Office Skills Summary**

Unskilled

Very Skilled

	1	2	3	4	5
Data entry					
Word processing					
Excel spreadsheets					
Layout/design/web					
Copy machines					
Other office equipment					
Credit card machines					
Public contact (phones)					
Business correspondence					
Cashiering					

**Food/Warehouse/Delivery Skills Summary**

Unskilled

Very Skilled

	1	2	3	4	5
Driving					
Packing					
Delivery					
Inventory					
Industrial Cleaning					
Data Entry					
Answering phones					
Compiling orders					
Storage procedures					
Safety and sanitation					

**Maintenance Skills Summary**

Skilled

Very Skilled

	1	2	3	4	5
Appliance Repair					
Carpentry					
Doors					
Electrical					
Gardening					
Locks					
Painting					
Plaster/Drywall					
Roofing					
Windows					

