



VIRTUAL SCHOOLHOUSE
736 LAKEVIEW ROAD
CLEVELAND, OH 44108

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Student Store

Employment Application Information

Employment application forms:

- Application forms are available Monday through Friday at Mrs. Javier's classroom (Business Classroom, Room 221)
- The Student Store Employment Application form may be printed, filled out, and submitted to Mrs. Irene G. Javier.
- Resumes may be attached to the application forms.
- Applications are only kept on file for one semester/session.

Hiring Notes:

- Student Assistant positions are to be filled 2 weeks before the opening of the Student Store
- Hiring is done on an "as needed" basis throughout the year.
- The Student Store Coordinator hires and selects students based on the needs of the Student Store. Student Store Coordinator will contact applicants directly.
- Application forms should be updated each semester/session.

Qualifications:

- Enrollment as a student at the Virtual Schoolhouse.
- Most student assistant positions do not require previous work experience, although effective time management, dependability, accuracy, trustworthiness, and strong service orientation are important characteristics for all types of Student Store work.
- The Student Assistant positions have special requirements such as mathematical skills or computing/technology experience.
- Listing previous employment and volunteer experience on student employment application form is very helpful.

Hours:

- Hours vary depending on the Student Hours of Operation and Student Assistant's schedule.
- Work shifts are available 5 days a week beginning as early as 8:00 a.m. or ending as late as 3:30 p.m.
- Please note *all* hours you are available to work on the student employment application form.
- Student Assistants' hours are limited to 5 hours a week during the academic year, with exceptions for summer employment and official school breaks.

Compensation:

- Student Store Assistants will receive Elective Credits and/or Social Work Certificates upon completion of the required service hours.

For more information, please see Mrs. Irene Javier at Room 221.