

_____/_____/_____
Date of Application

Book Warehouse

Store Number: _____
Store Name: _____

Application for Employment
(Pre-employment Questionnaire)
an Equal Opportunity Employer

New Hire Information

To be completed at store level

Full Time Part Time Seas/Temp
 Hourly (1) Salaried (4)

Position: _____

Rate of Pay: _____

Date of Hire: _____

Employee Signature: _____

Please Print All Information Clearly

Personal Information

Last Name:		First Name:		Middle Name:	Are you a U. S. Citizen? () Yes () No
Present Street Address:			City	State	Zip
Previous Street Address:			City	State	Zip
Phone Number:		Social Security Number:		If you are not between the ages of 18-70, state your age:	
Position Desired:		Date Available:		Salary Expected: \$ _____ per _____	
Schedule Desired: <input type="checkbox"/> Full Time <input type="checkbox"/> Temporary or <input type="checkbox"/> Part Time <input type="checkbox"/> Permanent		Hours Available: _____		Comments: _____	

Education

School Most Recently Attended	Name and Location of School	Degree/Area of Study	Number of Years Attended	Graduated (Check One)
<input type="checkbox"/> High School <input type="checkbox"/> Junior College <input type="checkbox"/> College <input type="checkbox"/> Graduate School	Name:		From Date: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
	City: _____ State: _____			

Employment History

List employment starting with your most recent position. Account for any time during this period that you were unemployed by stating the nature of your activities. If you have less than four places of employment, include personal references to be contacted. May we contact your present employer? () Yes () No.

Dates	Name & Address of Employer	Position Held & Supervisor	List Major Duties	Wages	Reason for Leaving
From: / / mo yr	Name: Address:	Your Job Title:		Starting:	
To: / / mo yr	Phone:	Supervisor:		Final:	
From: / / mo yr	Name: Address:	Your Job Title:		Starting:	
To: / / mo yr	Phone:	Supervisor:		Final:	
From: / / mo yr	Name: Address:	Your Job Title:		Starting:	
To: / / mo yr	Phone:	Supervisor:		Final:	
From: / / mo yr	Name: Address:	Your Job Title:		Starting:	
To: / / mo yr	Phone:	Supervisor:		Final:	

Special Skills

Typing Speed: _____ wpm	Computer Experience (Specify): _____	Other equipment operated: _____
Other skills applicable to position applied for: _____		

Military Service

Branch of Service:	Technical Specialization:	Rank Attained:	Date Entered:	Date Discharged:
			/ /	/ /
			mo yr	mo yr

Miscellaneous

Is there any additional information involving a change of your name or assumed name that will permit us to check your work record? If yes please explain: _____

Have you ever been employed by this company or any of its affiliates before?	<input type="checkbox"/> Yes <input type="checkbox"/> No	When: _____	Where: _____	Position: _____
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List names of friends or relatives now employed by this company: _____

List any hobbies or special interests you have: _____

Have you ever been convicted of a crime?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please explain: _____
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Person to Contact in Case of Emergency

This information is to facilitate contact in the event of an emergency and is not used in the selection process.

Full Name:	Address:	Phone:	Relationship to you?
Place of Employment:	Address:	Phone:	

Please Read This Statement Carefully

The following statement applies in: Maryland and Massachusetts. (Fill in name of state)

It is unlawful in the state of _____ to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.

Signature of Applicant

In case of emergency notify:

Name	Address	Phone No.
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“I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and, if I am employed, my employment may be terminated at any time. I authorize a thorough investigation to be made in connection with this application concerning my character, general reputation, whichever may be applicable. I understand that this investigation may include personal interviews with third parties, such as family members, business associates, financial sources, friends, neighbors, or others with whom I am acquainted. This includes a credit report and a criminal background investigation. In consideration of my employment, I agree to conform to the company's rules and regulations, and I agree that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at either my or the company's option. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause, and with or without notice, at any time by the company. I understand that no company representative, other than its president, and then only when in writing and signed by the president, has any authority to enter into any agreement for employment for any specific period of time.”

Date: _____ Signature: _____

DO NOT WRITE BELOW THIS LINE

Interviewed By: _____	Date: _____	
Remarks: _____		
Neatness: _____	Ability: _____	
Hired: () Yes () No	Position: _____ Department: _____	
Salary/Wage: _____	Date Reporting to Work: _____	
Approved: 1) _____	2) _____	3) _____
Employment Manager	Department Head	General Manager