



# EMPLOYMENT APPLICATION

Name: \_\_\_\_\_ Nickname: \_\_\_\_\_  
Last First MI

Contact Phone Number: \_\_\_\_\_ Alternate Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip Code

Email Address: \_\_\_\_\_

How long have you lived at this address? \_\_\_\_\_ Social Security Number: \_\_\_\_\_

What languages do you speak? \_\_\_\_\_

What hobbies, skills or knowledge will you bring to Book Soup?

\_\_\_\_\_

If you are under age 18, do you have a work permit? \_\_\_\_\_

Position Desired: \_\_\_\_\_ Wage Requirements: \_\_\_\_\_

Type of Employment desired:

Full Time (30 hrs+)  Part Time \_\_\_\_\_ Hrs  Seasonal From: \_\_\_\_\_ To: \_\_\_\_\_

Do you have restrictions on hours or travel? \_\_\_\_\_ If yes, explain: \_\_\_\_\_

Date available to start work: \_\_\_\_\_

Have you ever applied here before? \_\_\_\_\_ When: \_\_\_\_\_

Have you worked for our company before? \_\_\_\_\_

If yes, dates employed: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Are you related to anyone in our employ? \_\_\_\_\_ Name: \_\_\_\_\_

Were you referred? \_\_\_\_\_ If so, by whom: \_\_\_\_\_

How many days of work did you miss last year, other than for an approved leave or vacation? \_\_\_\_\_

Reasons: \_\_\_\_\_

Why would you like to work at Book Soup?

\_\_\_\_\_  
\_\_\_\_\_

What are you looking for in a job?

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How do you handle conflict? Describe a recent experience that was negative. How did you deal with that situation? What did you do that felt comfortable? What would you do differently?

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Describe the management style you like best? Describe the management style you are least comfortable with?

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What do you think you would like best about working with the public? Least?

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What three adjectives would your past employers use to describe you?

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What was the last book you read? What books or other products that Book Soup carries would you recommend?

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What kind of work environment do you thrive in? What kind of work environment are you uncomfortable with?

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How would you describe Book Soup?

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Do you prefer to work independently, or as part of a team?

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What would you do if you witnessed a fellow employee stealing?

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Have you been convicted of a crime other than: 1) a marijuana-related conviction that occurred more than two years ago; 2) a crime for which you were referred to, and participated in, any diversion program provided by the court; 3) any conviction for which the record has been sealed such as juvenile records; or 4) any misdemeanor conviction for which you have completed probation and the case has been dismissed? \_\_\_\_\_ If yes, state the nature of the crime, when and where you were convicted, and what happened to the case: \_\_\_\_\_

*Note: Book Soup will not deny employment to any applicant solely because the person has been convicted of a criminal offense. Book Soup however, may consider the nature, date and circumstances of the offense, as well as whether the offense is relevant to the duties of the position applied for.*

Are you currently under arrest or released on bond or on your own recognizance, pending trial for a criminal offense? \_\_\_\_\_

## Education

High School			
School City, State		Did you graduate?	Grade Point Average
Circle Last Year Completed 8 9 10 11 12		Courses you liked best	
Extra Activities/Honors			
College		<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	
School City, State		Degree Received	Grade Point Average
Circle Last Year Completed FRESH   SOPH   JR   SR		Major and Minor Courses	
Extra Activities/Honors			
What plans do you have for continuing your education?			

## Employment History

Begin with your most recent employer. Include all employment for the past 10 years. List any periods and reasons for self-employment and / or unemployment. Use additional pages if necessary.

Dates:	Employer:	Location:	Phone:
Supervisor:	Job Title:		Last Wage:
Experience Learned:			
Reason for Leaving:		May we contact this employer for a reference?	

Dates:	Employer:	Location:	Phone:
Supervisor:	Job Title:		Last Wage:
Experience Learned:			
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Dates:	Employer:	Location:	Phone:
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Dates:	Employer:	Location:	Phone:
Supervisor:	Job Title:		Last Wage:
Experience Learned:			
Reason for Leaving:		May we contact this employer for a reference?	

## References

Please list at least three persons not related to you whom you have known at least one year.

Name	Phone	Personal / Business	Years Acquainted

## Hours of Availability

The following are the hours I am available. I understand that my employment is based on the hours I am available. If there is any change in the hours I am available to work, it is my responsibility to complete a new form and advise my supervisor. I also understand it will be considered a voluntary resignation if the change in my hours of availability is not compatible with the business needs of Book Soup. Please note weekend hours are generally required. Stores are generally open 9 am – 10 pm, work hours range from 7 am – 10 pm depending on job and the day.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Begin at:							
End at:							
Total Hours							

**In connection with your Application for Employment with Book Soup, or if hired, at any time during your employment, Book Soup may conduct an investigation seeking information about you and your background.**

**I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all my statements contained within this application for employment as may be necessary in arriving at an employment decision. I hereby understand and acknowledge that, unless defined by applicable law, any employment relationship with this organization is of an “at will” nature, which means the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this “at will” employment relationship may not be changed by any written document or by conduct unless the President of this organization specifically acknowledges such changes in writing. In the event of employment, I understand that false or misleading information given in my application or interview may result in discharge. I also understand that I am required to abide by all rules and regulations of the employer.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**This company reserves the right to conduct pre-employment and employment drug testing for illegal drugs. Qualified applicants receive consideration for employment without discrimination because of gender, sexual orientation, marital status, race, color, creed, national origin, age or the presence of a disability.**