

**BOOKS INC.**  
**COMPASS BOOKS**  
**APPLICATION FOR EMPLOYMENT**  
**EQUAL OPPORTUNITY EMPLOYER**

Name(first, middle, last):	Today's date:
Street address:	Social Security No.:
City State Zip	Telephone-home
Email	Telephone - cell

**JOB INTEREST**

Position applying for:	Salary Desired:
Are you applying for:	Are you available for work on weekends? Yes ____ No ____
Regular full-time work? Yes ____ No ____	Would you be willing to work overtime, if necessary? Yes ____ No ____
Regular part-time work? Yes ____ No ____	If hired, on what date can you start work?
Temporary work, e.g., summer or holiday work? Yes ____ No ____	Are you available every day?
If applying for temporary work, during what period of time will you be available?	Are you available mornings, afternoons & evenings?

**PERSONAL INFORMATION**

Are you at least 18 years old? Yes ____ No ____ (If under 18, hire is subject to verification that you are of minimum legal age.)
Are you currently employed? Yes ____ No ____
If so, may we contact your employer? Yes ____ No ____
If hired, can you present evidence of your U. S. citizenship or proof of your legal right to live and work in this country? Yes ____ No ____

**EDUCATIONAL BACKGROUND**

SCHOOL TYPE	SCHOOL NAME	CITY AND STATE	MAJOR COURSE	GRADUATE?
High School				Yes ____ No ____
College/University				Degree
Other Education				Degree

## EMPLOYMENT HISTORY

Give complete employment information for the past four jobs or ten years, beginning with your most recent position. Unless authorized by you, we will not contact your current employer prior to extending an offer. However, any offer is contingent upon data verification.

<b>EMPLOYER:</b> ADDRESS: _____ _____ TELEPHONE: _____ SUPERVISOR:	<b>JOB TITLE:</b> <b>RESPONSIBILITIES:</b>   	<b>DATES EMPLOYED</b>  ____/____ To ____/____ <b>SALARY/WAGE:</b> _____
<b>EMPLOYER:</b> ADDRESS: _____ _____ TELEPHONE: _____ SUPERVISOR:	<b>JOB TITLE:</b> <b>RESPONSIBILITIES:</b>   	<b>DATES EMPLOYED</b>  ____/____ To ____/____ <b>SALARY/WAGE:</b> _____
<b>EMPLOYER:</b> ADDRESS: _____ _____ TELEPHONE: _____ SUPERVISOR:	<b>JOB TITLE:</b> <b>RESPONSIBILITIES:</b>   	<b>DATES EMPLOYED</b>  ____/____ To ____/____ <b>SALARY/WAGE:</b> _____
<b>EMPLOYER:</b> ADDRESS: _____ _____ TELEPHONE: _____ SUPERVISOR:	<b>JOB TITLE:</b> <b>RESPONSIBILITIES:</b>   	<b>DATES EMPLOYED</b>  ____/____ To ____/____ <b>SALARY/WAGE:</b> _____

## REFERENCES

Please name three references not related to you who have knowledge of your work performance within the last three years.

NAME	OCCUPATION	RELATIONSHIP	ADDRESS AND TELEPHONE NUMBER

## APPLICANT'S SIGNATURE

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery. \_\_\_\_\_ (Initial)

I hereby authorize the company to thoroughly investigate my references, work record, education, and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports, and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the company, my former employers, and all other persons, corporations, partnerships, and associations from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure. \_\_\_\_\_ (Initial)

I understand that nothing contained in the application, or conveyed during any interview that may be granted or during my employment, if hired, is intended to create an employment contract between me and the company. **In addition, I understand that, if employed, my employment with BOOKS INC. is employment at-will. Employment at-will may be terminated at any time, with or without prior notice, at the option of the employer or at the option of the employee. No promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by the President of the company.**

\_\_\_\_\_

DATE

\_\_\_\_\_

SIGNATURE

UNSIGNED APPLICATIONS WILL NOT BE CONSIDERED FOR EMPLOYMENT.