

BOOKS INC.
COMPASS BOOKS
COMPASS BOOKS & CAFÉ
APPLICATION FOR EMPLOYMENT
EQUAL OPPORTUNITY EMPLOYER

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

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

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|--|
| 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.

| | | |
|-----------------------------------|--------------------------|---------------------------------|
| EMPLOYER: | JOB TITLE: | DATES EMPLOYED |
| ADDRESS: _____ _____ | RESPONSIBILITIES: | ____/____ To ____/____ _____ |
| TELEPHONE: _____ | | |
| SUPERVISOR: | | |
| EMPLOYER: | JOB TITLE: | DATES EMPLOYED |
| ADDRESS: _____ _____ | RESPONSIBILITIES: | ____/____ To ____/____ _____ |
| TELEPHONE: _____ | | |
| SUPERVISOR: | | |
| EMPLOYER: | JOB TITLE: | DATES EMPLOYED |
| ADDRESS: _____ _____ | RESPONSIBILITIES: | ____/____ To ____/____ _____ |
| TELEPHONE: _____ | | |
| SUPERVISOR: | | |
| EMPLOYER: | JOB TITLE: | DATES EMPLOYED |
| ADDRESS: _____ _____ | RESPONSIBILITIES: | ____/____ To ____/____ _____ |
| TELEPHONE: _____ | | |
| SUPERVISOR: | | |

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.