

BOUND TO STAY BOUND BOOKS, INC. (BTSB)

APPLICATION FOR EMPLOYMENT

Name of Applicant: _____ Date of Application: _____

Social Security Number: _____

Address: _____

City: _____ State: _____ ZIP Code: _____

Home Phone: _____

Message Phone (If different from home phone): _____

If employed, can you provide proof of authorization to work in the U.S.? Yes: _____ No: _____

Please list the position(s) for which you are applying: _____

Can you perform all the essential functions of the job for which you are applying with or without a reasonable accommodation? Yes: _____ No: _____

How were you referred to BTSB? _____

EDUCATION HISTORY:

High School: _____

Address: _____

Did you graduate? Yes: _____ No: _____ If yes, when did you graduate? _____

If no, which grade did you complete? _____ When did you complete that grade? _____

Did you attend a college/University? _____

If yes, please state the name of the college/university: _____

School Address: _____

Number of years attended: 1 2 3 4. Did you receive a degree or diploma? _____ When? _____

Did you attend a trade or technical training school? _____

If yes, please state the name of the school: _____

School Address: _____

Number of years attended: 1 2 3 4. Did you receive a degree or diploma? _____ When? _____

Did you attend a graduate school? _____

If yes, please state the name of the graduate school: _____

School Address: _____

Number of years attended: 1 2 3 4. Did you receive a degree or diploma? _____ When? _____

Please list the nature of any degrees or diplomas you received and the date you received each degree or diploma which you believe makes you qualified for employment at BTSB in the position for which you are applying:

SPECIAL SKILLS:

Summarize any special skills or qualifications that you acquired through education, training, employment, or other experience which you believe makes you qualified for employment at BTSB: _____

EMPLOYMENT HISTORY:

Starting with your current employer, list all previous employers for whom you have worked. We may contact your previous employers, therefore, please provide as complete an address as possible. Explain any lapses between employment at the end of this section.

1. Employer: _____ Dates of Employment: _____

Address: _____

Phone: _____ Ending Salary: _____

Title/Duties: _____

Manager's Name: _____

2. Employer: _____ Dates of Employment: _____

Address: _____

Phone: _____ Ending Salary: _____

Title/Duties: _____

Manager's Name: _____

3. Employer: _____ Dates of Employment: _____

Address: _____

Phone: _____ Ending Salary: _____

Title/Duties: _____

Manager's Name: _____

Please comment briefly below regarding any lapses in employment, if applicable: _____

Have you ever been fired, involuntarily terminated, or asked to resign? Yes: _____ No: _____

If yes, please explain: _____

Please provide us with information you want us to know before we contact your previous employers: _____

Have you ever been employed here before: Yes: _____ No: _____

If yes, when were you employed at BTSB? _____ In what capacity? _____

May we contact your current employer? Yes: _____ No: _____

PERSONAL DATA:

Have you ever been convicted of a felony? (*A conviction will not necessarily bar you from employment*)

Yes: _____ No: _____ If yes, please explain: _____

Personal references [Please list 2, preferably teachers (for recent graduates) and/or other non-relatives who would have information concerning your ability to perform the work required of you at BTSB] (Please provide names, addresses, and telephone numbers of those persons you list as personal references and specify your relationship with each reference):

1. _____

2. _____

**ACKNOWLEDGEMENT, CERTIFICATION, AND AUTHORIZATION
FOR RELEASE OF INFORMATION**

(Please read carefully and sign)

I hereby acknowledge that the facts set forth in the Application for Employment are true, complete, and correct. I understand that during the selection or employment process, false statements of this Application shall be considered sufficient cause for rejection of my application or termination of my employment at a later date. I hereby authorize BOUND TO STAY BOUND BOOKS, INC., to verify and investigate any information I provided in this Application so as to determine my suitability for the job for which I have applied.

I hereby authorize my former employers to release information pertaining to my work record, my work habits, and my work performance while in their employ. I hereby agree to indemnify and hold harmless every current or former employer providing truthful employment-related information to BTSB in connection with this Application for Employment.

I certify that the information I provided in the education and employment history portions of this Application are true and correct. I hereby authorize the educational institutions which I attended to verify any and all information I have provided in this Application to BTSB.

I understand and agree that any Personnel Policy Manual or policy statements which I may receive should I be employed will not constitute an employment contract, but will be merely a gratuitous statement of BTSB's current policies.

I understand that BTSB requires applicants for employment to take a drug and alcohol screening test as part of a pre-employment physical examination, and that any offer of employment with BTSB is conditional upon the results of my test for drugs or alcohol being satisfactory. I understand that if I am employed with BTSB, I will be required to submit to a drug or alcohol screen test if BTSB has a reasonable suspicion that I am under the influence of alcohol or drugs.

I understand and agree that if I am offered employment by BTSB, my employment will be for no definite term; and that either I or BTSB will have the right to terminate the employment relationship at any time, with or without cause, and with or without notice.

Date

Applicant's Signature