



**Bound to
Stay Bound Books**

**Linking Libraries
to Children's Books**

Application for Employment

PERSONAL INFORMATION

Name: _____ Date of Application: _____

Address: _____

City: _____ State: _____ Zip: _____

Cell Phone: _____ Home Phone: _____

Email Address: _____

Would you be able to prove that you are legally eligible for employment in the United States? Yes No

Are you willing to submit to a pre-employment drug screening? Yes No

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

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

How were you referred to BTSB? _____

EDUCATION HISTORY

High School: _____ City: _____ State: _____

Did you graduate? Yes No

If no, which grade did you complete? _____

College/University: _____

City: _____ State: _____

Did you graduate? Yes No

Did you earn a Degree? _____

Trade/Technical Training School: _____

City: _____ State: _____

Did you graduate? Yes No

Did you earn a Certification? _____

EDUCATION HISTORY CONTINUED

Graduate School: _____

City: _____ State: _____

Did you graduate? Yes No

Did you earn a Degree or Diploma? _____

List any other training, certifications, or licenses: _____

List the nature of any degrees or diplomas you received which you believe makes you qualified for employment at BTSB in the position for which you are applying:

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: _____

PERSONAL REFERENCES

Please list 3 non-relatives who would have information concerning your ability to perform the work required of you at BTSB. Recent graduates may list teachers.

Name #1: _____ Relationship: _____

Address: _____

City: _____ State: _____ Zip: _____

Cell Phone: _____ Home Phone: _____

Name #2: _____ Relationship: _____

Address: _____

City: _____ State: _____ Zip: _____

Cell Phone: _____ Home Phone: _____

Name #3: _____ Relationship: _____

Address: _____

City: _____ State: _____ Zip: _____

Cell Phone: _____ Home Phone: _____

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.

Employer: _____ Dates Employed: _____

Address: _____

City: _____ State: _____ Zip: _____

Work Phone: _____ Name of Supervisor: _____

Position Held: _____

Duties Performed: _____

Reason For Leaving: _____

May We Contact Them? Yes No

Employer: _____ Dates Employed: _____

Address: _____

City: _____ State: _____ Zip: _____

Work Phone: _____ Name of Supervisor: _____

Position Held: _____

Duties Performed: _____

Reason For Leaving: _____

May We Contact Them? Yes No

Employer: _____ Dates Employed: _____

Address: _____

City: _____ State: _____ Zip: _____

Work Phone: _____ Name of Supervisor: _____

Position Held: _____

Duties Performed: _____

Reason For Leaving: _____

May We Contact Them? Yes No

EMPLOYMENT HISTORY CONTINUED

What are your salary expectations? _____

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

If yes, please explain: _____

Were there any time lapses in your Employment History? Yes No

If yes, please explain: _____

Have you ever been previously employed at BTSB? Yes No

If yes, when were you employed, and in what position/capacity? _____

Reason for leaving? _____

ACKNOWLEDGMENT, CERTIFICATION AND AUTHORIZATION FOR RELEASE OF INFO

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 on 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 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 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

www.btsb.com