



## Employment Application

Please attach a professional cover letter and resume written in *your own* words. Send all documents as an attachment file to [bookexchange757@gmail.com](mailto:bookexchange757@gmail.com) or drop your paperwork off in person at one of our locations. Applications with missing attachments, information, OR forms completed with the suspected use of AI/chatGPT will not be considered.

Applicants who are considered for hire will be contacted for an interview. **Please do not call our locations regarding the status of your application.**

### PERSON INFORMATION

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DATE OF APPLICATION: \_\_\_\_/\_\_\_\_/\_\_\_\_ (mm/dd/yy)

NAME (FIRST, LAST): \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_ ARE YOU OVER 18 YR? ☐ Yes ☐ No

### REFERENCES

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Please provide 3 individuals who can speak on your behalf regarding your work history.

NAME	RELATION	TITLE	PHONE

### PREVIOUS EMPLOYMENT

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Starting with the most recent employment, list all previous employers. Must be complete in full for employment consideration. Writing, "see resume" is not acceptable. PLEASE ATTACH PROFESSIONAL RESUME.

1. Current or Most Recent Employer: \_\_\_\_\_

From: \_\_\_\_/\_\_\_\_ (mm/yy) To: \_\_\_\_/\_\_\_\_ (mm/yy)

Phone: \_\_\_\_\_ May we contact?: ☐ Yes ☐ No

Position Title: \_\_\_\_\_  
Duties: \_\_\_\_\_  
\_\_\_\_\_

Reason you left the position: \_\_\_\_\_

2. Employer: \_\_\_\_\_

From: \_\_\_\_\_ / \_\_\_\_\_ (mm/yy) To: \_\_\_\_\_ / \_\_\_\_\_ (mm/yy)

Phone: \_\_\_\_\_ May we contact? ☐ Yes ☐ No

Position Title: \_\_\_\_\_

Duties: \_\_\_\_\_  
\_\_\_\_\_

Reason you left the position: \_\_\_\_\_

3. Employer: \_\_\_\_\_

From: \_\_\_\_\_ / \_\_\_\_\_ (mm/yy) To: \_\_\_\_\_ / \_\_\_\_\_ (mm/yy)

Phone: \_\_\_\_\_ May we contact?: ☐ Yes ☐ No

Position Title: \_\_\_\_\_

Duties: \_\_\_\_\_  
\_\_\_\_\_

Reason you left the position: \_\_\_\_\_

## **OTHER INFORMATION**

What date would you be able to begin working? \_\_\_\_\_

Do you have open availability? (This includes weekends) ☐ Yes ☐ No

If no, please indicate the dates and times you are able to work:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

How many hours do you want to work per week? \_\_\_\_\_ to \_\_\_\_\_ hours per week.

Will there be any schedule limitations in the next 6 months? If yes, list below: \_\_\_\_\_  
\_\_\_\_\_

Are you comfortable with bending, crouching, heavy lifting (up to 50lbs), and being on your feet for long periods of time? ☐ Yes ☐ No

Which location(s) are you applying for? *(please note that if that location isn't currently hiring, this may affect your application status)* \_\_\_\_\_

Do you have reliable transportation? ☐ Yes ☐ No

Are you willing to travel to any other locations for coverage or more hours? ☐ Yes ☐ No

How knowledgeable are you with these categories? Please rank: 5 being highly knowledgeable and 1 being least knowledgeable. (Circle your choice)

Books: 5   4   3   2   1                      Movies: 5   4   3   2   1                      Music: 5   4   3   2   1

Have you ever been convicted of a crime? ☐ Yes ☐ No. If yes, please explain.

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PLEASE PROVIDE A BRIEF ANSWER TO EACH QUESTION:

1. What is the most recent book you have read? What made you choose to read this book? Please provide a short explanation.
2. What is a book you would recommend to a family member or a friend? Please provide a short explanation.
3. What is a book you would recommend for a 10-year-old? Please provide a short explanation.

DECLARATION (PLEASE READ THE FOLLOWING STATEMENT CAREFULLY  
BEORE SIGNING THE APPLICATION).

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I declare that to the best of my knowledge the information given is true and correct. I understand that inaccurate, misleading, or untrue statements or knowingly withheld information may result in rejection of my application, denial of employment, and/or termination of employment with the Book Exchange. I understand that this application does not constitute an offer of employment. I authorize an investigation into *all matters* contained within this application, which The Book Exchange may deem relevant to my employment, and authorize my previous employers or other persons having information relevant to me or my record to report such information to The Book Exchange. I understand that if hired, I must prove that I am legally authorized to work in the United States.

Signature of Applicant	Date