



Employment Application

Please attach a professional cover letter and a resume detailing your qualifications, previous employment and education with your application. Send all documents as an attachment file to bookexchange757@gmail.com. Only applications filled out in its entirety and accompanied by a cover letter and a resume will be considered. Applicants who are considered for hire will be contacted for an interview. Please do not call. Accepted applicant may be required to submit to background checks and drug testing.

PERSONAL INFORMATION

DATE: ____/____/____ (mm/dd/yy)

NAME (FIRST, LAST): _____

CURRENT ADDRESS: _____

HOME PHONE: _____ CELL PHONE: _____

EMAIL: _____ ARE YOU OVER 18 YR? Yes No

REFERENCES

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

NAME	RELATION	TITLE	PHONE

PREVIOUS EMPLOYMENT

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

Position applied for: Part-time Full-time

What date would you be able to begin working? _____

Do you have open availability? 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.

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

We currently have three Book Exchange locations, Norfolk, Virginia Beach, and Chesapeake. Are you willing to travel/work in all three locations? 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

Do you have reliable transportation? Yes No

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

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 BEFORE SIGNING THE APPLICATION).

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 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
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