

Please attach this supplement to your resume and cover letter for a complete application.

# Bookman's Used Books, Music & Software

## APPLICATION SUPPLEMENT

Name: \_\_\_\_\_ Date: \_\_\_\_\_

### Position Desired

Are you applying for a specific position? If yes, explain. \_\_\_\_\_

Have you been previously employed by Bookman's?  Yes  No

If yes, when and where? \_\_\_\_\_

Why would you like to work at Bookman's? \_\_\_\_\_

### Work Schedule

What type of employment are you seeking?  Full Time  Part Time

When could you start employment? \_\_\_\_\_

Can you work a flexible schedule where days and shifts worked may be different each week?  Yes  No

Please indicate below the schedule you would be able to work:

Sunday      Monday      Tuesday      Wednesday      Thursday      Friday      Saturday

\_\_ to \_\_      \_\_ to \_\_      \_\_ to \_\_      \_\_ to \_\_      \_\_ to \_\_      \_\_ to \_\_      \_\_ to \_\_

*Bookman's stores are often open for business on holidays and have extended business hours for special events, store promotions, inventory or holidays. Employees are expected to work on these days/occasions.*

### Employment History

What did you like or dislike about your most recent job(s)? \_\_\_\_\_

Have you ever been terminated by an employer?  Yes  No

If yes, please explain all occurrences: \_\_\_\_\_

May we contact your current employer?  Yes  No      Former employers?  Yes  No

May we ask for job performance details?  Yes  No

**Bookman's is an equal opportunity employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability or sexual orientation.**

## Personal and Professional References

Please give the names of two references from your professional or academic life.

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Please give the name of one person, not a relative, who has known you for five (5) years or more.

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

## Additional Information

Have you ever been convicted of a felony?  No  Yes Explain \_\_\_\_\_

*(A conviction does not automatically disqualify you from employment.)*

Are you legally eligible to work in the United States?  Yes  No

*(Proof of Eligibility documentation must be provided at the time of hire as required by law.)*

Please list the names of friends and relatives who are employed at Bookman's.

Name	Relationship	Location
_____	_____	_____
_____	_____	_____

Are you under 18 years of age?  Yes  No *If yes, you may be requested to submit state required work / age certificates.*

## Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false and misleading information given in my application, resume or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Only those whom we wish to interview will be contacted.**