



# EMPLOYMENT APPLICATION

## Bookseller

Name: \_\_\_\_\_ Nickname: \_\_\_\_\_

Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

What hobbies, skills and knowledge would you bring to The Well~Read Moose?

\_\_\_\_\_  
\_\_\_\_\_

Position Desired: \_\_\_\_\_ Wage Required: \_\_\_\_\_

Type of Employment Desired:

Full Time:(30 hours +) \_\_\_\_\_ Part Time: \_\_\_\_\_ Hours Seasonal: from \_\_\_\_\_ to \_\_\_\_\_

Do you have restrictions of hours? \_\_\_\_\_ If yes, please explain: \_\_\_\_\_

Date Available to Start Work: \_\_\_\_\_

Were you referred? \_\_\_\_\_ If so, by whom: \_\_\_\_\_

How many days of work did you miss last year, other than approved leave or vacation? \_\_\_\_\_ Reasons: \_\_\_\_\_

Why would you like to join The Well~Read Moose Team? \_\_\_\_\_

\_\_\_\_\_

What are you looking for in a job? \_\_\_\_\_

\_\_\_\_\_

Describe your skills and experience working in a bookstore or other retail business? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What is your favorite book of all time? Why? \_\_\_\_\_

\_\_\_\_\_

What would you do if you witnessed a fellow employee stealing? \_\_\_\_\_

\_\_\_\_\_

Have you ever been convicted of a crime? If yes, state the nature of the crime, when and where you were convicted and what happened to the case: \_\_\_\_\_

---

*Note: The Well~Read Moose will not deny employment to any applicant solely because the person has committed a criminal offense. However, we may consider the nature, date and circumstances of the offense, as well as whether the offense is relevant to the duties of the position applied for.*

## Education

High School:		
City, State:	Graduate?	GPA:
Last Year Completed:	Courses liked best?	
Extra Activities, Honors:		
College:		
City, State:	Full Time/Part Time:	
Last Year Completed:	Degree:	GPA:
Extra Activities, Honors:		
What plans do you have for continuing your education?		

## Employment History

Begin with your most recent employer. Include all employment for the past 10 years if applicable. List any periods and reasons for self-employment and/or unemployment. Use additional pages as necessary.

Dates:	Employer:
Phone:	Location:
Supervisor:	Job Title:
Last Wage:	Reason for Leaving:
Experience Learned:	
May we contact this employer for a reference:	

Dates:	Employer:
--------	-----------

Phone:		Location:	
Supervisor:		Job Title:	
Last Wage:	Reason for Leaving:		
Experience Learned:			
May we contact this employer for a reference:			

Dates:		Employer:	
Phone:		Location:	
Supervisor:		Job Title:	
Last Wage:	Reason for Leaving:		
Experience Learned:			
May we contact this employer for a reference:			

## References

Please list at least three persons not related to you whom you have known at least one year.

NAME	PHONE	PERSONAL/BUSINESS	YRS KNOWN

## Hours of Availability

The following hours are the hours I am available. I understand that my employment is based on the hours I am available. If there is any change in the hours I am available to work, it is my responsibility to complete a new form and advise my supervisor. I also understand that it will be considered a voluntary resignation if the change in my hours of availability is not compatible with the business needs of The Well~Read Moose.

Please note weekend hours are generally required. Store hours vary seasonally as well.

	MON	TUES	WED	THURS	FRI	SAT	SUN
Begin At:							
End At:							
Total Hours:							

**In connection with your Application for Employment with The Well~Read Moose, or if hired, at any time during your employment, The Well~Read Moose may conduct an investigation seeking information about you and your background.**

**I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all my statements contained within this application for employment as may be necessary in arriving at an employment decision. I hereby understand and acknowledge that, unless defined by applicable law, any employment relationship with this company is of an “at will” nature, which means the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. In the event of employment, I understand that false or misleading information given in my application or interview may result in discharge. I also understand that I am required to abide by all rules and regulations of the employer.**

Signature:\_\_\_\_\_ Date: \_\_\_\_\_

This company reserves the right to conduct pre-employment and employment drug testing for illegal drugs. Qualified applicants receive consideration for employment without discrimination because of gender, sexual orientation, marital status, race, color, creed, national origin, age or the presence of a disability.