

Eagle Harbor Book Co.

Application for Employment

This form must be completed in your own handwriting.

DATE: _____

NAME _____
Last First Middle

ADDRESS _____
Street City State Zip Code

Primary Phone Secondary Phone E-mail

Available start date: _____ Hours desired: Min. _____ Max: _____ Ideal: _____

Are you able to work the occasional evening? _____ One weekend day? _____

If you have any scheduling restrictions, please explain: _____

Are you related to anyone in our employ? _____ Name: _____

Referred by: _____ Ever applied here before? _____ When? _____

How many days did you miss work last year? _____ Reasons: _____

Are you a U.S. citizen or authorized to work in the U.S.? _____

REFERENCES: *List below the names of three persons not related to you, whom you have known at least one year.*

Name	Address	Phone	Business	Years Acquainted
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

In an emergency, contact: _____ City/State: _____ Phone: _____

Attach a current resumé. Include the names and locations of all schools you have attended, starting with high school. For each, indicate your primary field of study and whether you graduated. Also include all of the jobs that you have held for the last 10 years, giving employer, position, and dates of employment.

Describe the duties and responsibilities of your most recent job, and comment briefly on the aspects of it you enjoyed most and least, and your reason for leaving: _____

What specific experience or training do you have working with computers, social media, or websites? _____

Do you have any hobbies or leisure pursuits that you think would be helpful in bookselling? If so, explain:

Thinking of the various subject classifications within the bookstore (fiction, gardening, travel, history, kid's books, etc.) list those in which you have a particular interest. _____

Which of the subject classifications within the bookstore are of the least interest to you? _____

List the last two books that you read for enjoyment, and explain what you liked or disliked about them. _____

Name a book (other than the two above) that you have read within the past year that you would recommend to our customers, and explain why (*use the back of the form if necessary*): _____

Tell us how you feel that you can best contribute to our company. Tell us why you want to work here:
Your answer must be handwritten but it is NOT necessary to print:.

I certify I have completed this application and that my answers to all questions of the application and attachments are true, correct, and complete, and without any significant omission to the best of my knowledge and belief. I understand that any omission or misrepresentation may result in refusal or of separation from employment with Eagle Harbor Book Co. I understand that any references provided or former employers may be contacted and a background check may be conducted. I also am aware that no promise of employment is implied in the acceptance of the application.

Signature: _____ Date: _____
