



## Employment Application

### An Equal Opportunity Employer

Please fill out all sections, complete electronically or use ink and print.

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

### Applicant Information

How were you referred to Bookmarks?	Position Desired
Name (Last)      First      Middle	Street Address
Telephone      Email	City      State      Zip
Date Available for Work:	Holiday work is required by all employees.

### Work Experience. List your previous experience, beginning with your current or most recent position

Employer		Starting Position	Starting Salary
Street Address	City	State	Zip
Most Recent Position		Most Recent Salary	
Telephone	Supervisor Name/Title		Date of Employment (Start Month / Year - End Month / Year)
Reason For Leaving			Duties
Employer		Starting Position	Starting Salary
Street Address	City	State	Zip
Most Recent Position		Most Recent Salary	
Telephone	Supervisor Name/Title		Date of Employment (Start Month / Year - End Month / Year)
Reason For Leaving			Duties
Employer		Starting Position	Starting Salary
Street Address	City	State	Zip
Most Recent Position		Most Recent Salary	
Telephone	Supervisor Name/Title		Date of Employment (Start Month / Year - End Month / Year)
Reason For Leaving			Duties

May we contact your current or most recent employer?  Yes     No

**References. Individuals not related to you. Business references preferred.**

Reference				Reference			
Street Address	City	State	Zip	Street Address	City	State	Zip
Telephone		Job Title		Telephone		Job Title	
How Acquainted and For How Long				How Acquainted and For How Long			

*The following are the hours I am available. I understand that, if I am employed by Bookmarks, my employment will be based on the hours I am available. If there is any change in the hours I am available to work, it will be my responsibility to complete a new form and advise my supervisor. I also understand it will be considered a voluntary resignation if the change in my hours of availability is not compatible with the business needs of Bookmarks. Please note weekend hours are generally required. Bookmarks is generally open 10 am – 9 pm, work hours range from 9 am – 10:00 pm depending on job and the day. Applicants with full availability are given priority.*

Please indicate the hours you are available to work during both day and evening (e.g., 9am-1pm, 5pm-10pm)							
Availability	SUN	MON	TUE	WED	THU	FRI	SAT
Day Typical shift 9:30am-3:30pm							
Evening Typical shift 3:30-9:30pm							
When will your availability change?				Desired number of hours per week:			

School	Address (City & State)	Number of Years Completed	Degree	Type of Course/Major
College				
High School				
Additional Training				
Foreign Language	Spoken Fluently?			
Technology skills, including computers, mobile devices, audio/visual equipment, social media, website design, etc:				
Experience with retail sales and/or customer service:				

**Book Industry**

Why do you want to work at Bookmarks?
Relevant experience:
Other skills or characteristics you possess that you feel would be useful in the position:
Please use this space to give us any additional information we should know, including other work experience related to this position.

**Additional Employment History Inquiries**

Have you ever been dismissed or forced to resign from any employment?  Yes  No

If yes please explain:

Bookmarks completes background checks on all employees and volunteers. If your application advances past the interview stage, you will be required to authorize Bookmarks to complete a background check.

Please use this space to provide us any information you feel is relevant to your background check:

If hired, would you be able to present evidence of your U.S. citizenship or proof of your legal right to work in the United States?  Y or  N

Will you now or in the future require sponsorship for employment visa status (e.g. H1-B status)?  Y or  N

Are you able to perform the essential functions of the job for which you are applying, either with / without reasonable accommodation?  Y or  N

If no, describe the functions that cannot be performed

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*(Note: Bookmarks complies with the ADA and considers reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions.)*

*I certify that the information I have provided in this application is (and any information I provide in an interview for employment will be) true, complete, and correct. I understand that any information provided by me that is found to be false, incomplete, or misrepresented in any respect, will be sufficient cause to: (i) cancel further consideration of this application; or (ii) in the event of my employment by Bookmarks, terminate my employment. I authorize Bookmarks (or its agents) to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities, and educational institutions and to otherwise verify the accuracy of all information provided by me in (or in connection with) this application or in any interview for employment. I hereby waive any and all rights and claims I may have regarding Bookmarks (or its agents) seeking, gathering, and using such information in arriving at an employment decision and all other persons for furnishing such information about me. I hereby acknowledge and agree that, if hired, my employment relationship with Bookmarks will be of an "at will" nature, which means I may resign at any time and Bookmarks may discharge me at any time, with or without cause. I further acknowledge and agree that if I am hired by Bookmarks I will be required to abide by all rules and regulations of Bookmarks.*

*Bookmarks reserves the right to conduct pre-employment and employment drug testing for illegal drugs. Qualified applicants receive consideration for employment without discrimination based on any characteristic protected by applicable state or federal law.*

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

This application will be kept on file for 3 months. If you wish to continue to be considered for employment after that time, you must fill out another application.