

Maria's Bookshop Application for Employment: Bookseller

Maria's Bookshop is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, disability or national origin. Consistent with the Americans with Disabilities Act, applicants may request accommodations needed to participate in the application process.

Personal Information:

Date: _____

Name _____ Phone _____

Address _____

Email: _____ 18 years of age or older? _____

Employment desired:

Position _____ Desired start date: _____ Desired Salary _____

Currently Employed? _____ If Yes May We Inquire
of Your Current Employer? _____

Ever Applied to Maria's Bookshop Before? _____ When? _____

Do you use tobacco? _____ If yes, explain. _____

Ever been arrested? _____ If yes, explain. _____

Education

	Name and Location of School	Last Year Completed	Did You Graduate?	Subjects Studied and Degrees Received
High School		1 2 3 4		
College		1 2 3 4		
Trade, Business, Correspondence School		1 2 3 4		

Former Employers List below your last three employers, starting with the most recent one first.

Date Month and year	Name, Phone #, Address of Employer	Salary (upon leaving)	Position	Reason for leaving
From				
To				
From				
To				
From				
To				

Professional References.

Name	phone / email	Title / Professional Relationship	Years Acquainted
1.			
2.			
3.			

Other Questions

1. Why would you like to work at Maria's Bookshop?

2. What experience do you have with retail sales?

3. What experience do you have with computers?

4. In what ways will you be great with the customers at Maria's Bookshop?

5. What is your experience with books?

6. From which sections of the bookshop would you be great at selling to customers?

7. From which sections of the bookshop would you be weaker in selling to customers?

8. Are you available to work weekends and/or evenings on a regular basis?

-Are there specific days or evenings you are unavailable?

-Are you available during Christmas Holidays?

9. What are the most important reasons we should hire you?

If Maria's Bookshop hires you, you will be required to attest to your identity and employment eligibility, and to present documents confirming your identity and employment eligibility.

Authorization - I certify that the facts contained in this application (and accompanying resume, if any) are true and complete to the best of my knowledge. I understand that any false statement, omission or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by Maria's Bookshop.

I understand that any employment is conditioned on a background check. I authorize Maria's Bookshop to thoroughly investigate all statements contained in my application or resume, and I authorize my former employers and references to disclose information regarding my former employment, character and general reputation to Maria's Bookshop, without giving me prior notice of such disclosure. In addition, I release Maria's Bookshop, any former employers and all references listed above from any claims, demands or liabilities arising out of or related to such investigation or disclosure.

Date

Signature