

# Village Books & Paper Dreams

DATE \_\_\_\_\_

## Application for Employment

*\*Questions must be answered in your own handwriting. Complete all questions.*

NAME \_\_\_\_\_

Last

First

Middle

ADDRESS \_\_\_\_\_

Street

City

State

Zip Code

Primary Phone \_\_\_\_\_

Secondary Phone \_\_\_\_\_

E-Mail \_\_\_\_\_

Position Desired: \_\_\_\_\_ Current Salary: \_\_\_\_\_ Salary Required: \_\_\_\_\_

Start Date: \_\_\_\_\_ Personal Goals: \_\_\_\_\_

Hours Desired: Min: \_\_\_\_ Max: \_\_\_\_ Ideal: \_\_\_\_

May we contact your present employer? \_\_\_\_ Are you over 18? \_\_\_\_

Are you related to anyone in our employ? \_\_\_\_ Name: \_\_\_\_\_

Referred By: \_\_\_\_\_ Ever Applied Here Before? \_\_\_\_ When? \_\_\_\_\_

Special Skills or Knowledge: \_\_\_\_\_

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

Have you been convicted of a felony or misdemeanor or released from prison in the past 7 years? \_\_\_\_\_

*(This information may not prevent you from being hired.)* If yes, please explain: \_\_\_\_\_

Will visa or immigration status prevent lawful employment? \_\_\_\_\_

Have you ever been **denied** Workers Compensation? \_\_\_\_\_ How many times? \_\_\_\_\_

When: \_\_\_\_\_ Where: \_\_\_\_\_

**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: \_\_\_\_\_

**EDUCATION****Name/Location of School****Subjects Studied****Did you graduate?**

High School \_\_\_\_\_

College \_\_\_\_\_

Trade/Business \_\_\_\_\_  
or Correspondence \_\_\_\_\_

Degrees/Certificates Earned: \_\_\_\_\_

*\*Applicants who are unable to answer in their own handwriting may make other arrangements for answering.*

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

**Employment Dates (Mo-Yr) to (Mo-Yr)**

**Job Title**

**Employer Name**

Supervisor: \_\_\_\_\_

Last Salary: \_\_\_\_\_

Location : \_\_\_\_\_

Experience Learned: \_\_\_\_\_

Start Salary: \_\_\_\_\_

Telephone: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Employment Verified: \_\_\_\_\_ Initials: \_\_\_\_\_

**Employment Dates (Mo-Yr) to (Mo-Yr)**

**Job Title**

**Employer Name**

Supervisor: \_\_\_\_\_

Last Salary: \_\_\_\_\_

Location : \_\_\_\_\_

Experience Learned: \_\_\_\_\_

Start Salary: \_\_\_\_\_

Telephone: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Employment Verified: \_\_\_\_\_ Initials: \_\_\_\_\_

**Employment Dates (Mo-Yr) to (Mo-Yr)**

**Job Title**

**Employer Name**

Supervisor: \_\_\_\_\_

Last Salary: \_\_\_\_\_

Location : \_\_\_\_\_

Experience Learned: \_\_\_\_\_

Start Salary: \_\_\_\_\_

Telephone: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Employment Verified: \_\_\_\_\_ Initials: \_\_\_\_\_

**Employment Dates (Mo-Yr) to (Mo-Yr)**

**Job Title**

**Employer Name**

Supervisor: \_\_\_\_\_

Last Salary: \_\_\_\_\_

Location : \_\_\_\_\_

Experience Learned: \_\_\_\_\_

Start Salary: \_\_\_\_\_

Telephone: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Employment Verified: \_\_\_\_\_ Initials: \_\_\_\_\_

Describe the duties and responsibilities of your most recent job: \_\_\_\_\_

Describe a recent experience in which you did a good job: \_\_\_\_\_

How do you know you have done a good job? \_\_\_\_\_

What do you want in a job? \_\_\_\_\_

What's important to you about working? \_\_\_\_\_

How do you handle conflict? Describe a recent experience that was negative. How did you deal with that situation?

Describe a project in which you were involved that required a team effort. What specific contributions did you make?

Have you ever been involved in a task/project that required you to work alone? If so, describe your responsibilities and accomplishments. \_\_\_\_\_

What do you know about this company and/or the position you are applying for? \_\_\_\_\_

Describe the management style you like best. Describe the management style you are least comfortable with.

***THIS COMPANY RESERVES THE RIGHT TO CONDUCT PRE-EMPLOYMENT AND EMPLOYMENT DRUG TESTING.***

I authorize investigation of all statements contained in this application. I understand that any misrepresentation or omission of facts is cause for dismissal. Furthermore, I understand and agree that my employment is for no definite period of time and may, regardless of the date of payment of my wages and salary, be terminated without any previous notice. I understand that this is not a contract between my employer and me.

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

## **Village Books & Paper Dreams**

*Tell us how you feel you can best contribute to our company and the reasons we need to choose you over our other candidates. Tell us why you want to work here.*

*Your answer must be handwritten but it is NOT necessary to print. Sign and date this when you finish. Thank you for applying with us.*

**TO BE COMPLETED BY COMPANY REPRESENTATIVE**

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

Interview: Yes \_\_\_\_\_ No \_\_\_\_\_

Acceptable for Employment? Yes \_\_\_\_\_ No \_\_\_\_\_

Start Date \_\_\_\_\_

Rate: \_\_\_\_\_

Special Considerations:

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

Interviewed by: \_\_\_\_\_

**BACKGROUND SCREENING**

**RESULTS**

Criminal	<input type="checkbox"/>	_____
Civil	<input type="checkbox"/>	_____
Credit	<input type="checkbox"/>	_____
DMV	<input type="checkbox"/>	_____

Personal References:

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

Application Verified By: \_\_\_\_\_

Approved By: \_\_\_\_\_