

Village Books & Paper Dreams

DATE _____

Application for Employment

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

NAME _____ **PRONOUN** _____
Last First (Legal) / First (Preferred) Middle

ADDRESS _____
Street City State Zip Code

Primary Phone _____

Secondary Phone _____

E-Mail _____

Position Desired: _____ 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
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_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

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

EDUCATION	Name/Location of School	Subjects Studied	Did you graduate?
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High School	_____	_____	_____
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College	_____	_____	_____
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Trade/Business or Correspondence	_____	_____	_____
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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: _____

Location : _____

Telephone: _____

Experience Learned:

Reason for Leaving: _____

Employment Verified: _____ Initials: _____

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

Job Title

Employer Name

Supervisor: _____

Location : _____

Telephone: _____

Experience Learned:

Reason for Leaving: _____

Employment Verified: _____ Initials: _____

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

Job Title

Employer Name

Supervisor: _____

Location: _____

Telephone: _____

Experience Learned:

Reason for Leaving: _____

Employment Verified: _____ Initials: _____

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

Job Title

Employer Name

Supervisor: _____

Location: _____

Telephone: _____

Experience Learned:

Reason for Leaving: _____

Employment Verified: _____ Initials: _____

Describe the duties and responsibilities of your most recent job:

How do you know you have done a good job?

What's important to you about working?

What do you want in a job? _____

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

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: _____